

## **Policy: Hours of Operation**

**Board motion & date:** 79:20, 5 December, 2020 **Chair's signature:** \_\_\_\_\_

### **Intent**

The Public Libraries Act, R.S.O. 1990, Chapter P 44, section 20 (a), states that a library board shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs.

### **Regulations**

Library services will be provided during the hours that best meet the needs of the community within the financial capabilities of the budget as approved by the municipal councils.

### **Procedures**

Hours will be established by a motion of the board.

Hours may change in accordance with both fiscal responsibility and the needs of the community. In particular this may mean that the library hours may change from winter to summer, depending on demand, responsible trained staff (and/or volunteers in exceptional circumstances), and financial resources.

The library hours will be reviewed at least annually and may be revised depending on community needs and finances.

The library will be closed on statutory holidays of the Province of Ontario. New Year's Day, Good Friday, Victoria Day, Canada Day, Family Day, August Civic Holiday, Labour Day, Thanksgiving, Christmas Day, and Boxing Day. The library will also be closed on Tuesdays following Victoria Day, August Civic Holiday and Labour Day. The library will be closed on Christmas Eve and New Year's Eve. Except for unforeseen emergencies, other days of closure will be posted well in advance.

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The library will be closed on Easter Monday.

If the library is normally open on the day on which Remembrance Day falls, the library will remain closed until noon on that day.

To ensure wide notification of library hours, the information will be: posted on the website, Facebook, and on the doors of the library.

The CEO is responsible for ensuring adequate staffing during open hours.