

CLOSING POLICY

I. Unscheduled Closings

In the event of inclement weather, an emergency, or an unforeseen circumstance, it may be necessary to close the Library. The Library Director, or designated staff member, will determine whether to close early, delay opening, or not open at all. The primary factor in this decision will be the safety of the staff and Library patrons. However, maximum efforts will be made to maintain regular hours.

1. If the weather is severe, the Library Director (or their proxy) will decide whether to close or delay the opening of the Library. The Director (or their proxy) will monitor the National Weather Service forecast, discuss facility, sidewalk, and road conditions with the Sharon DPW, and check local media for additional closings, delays, and weather information.
2. In the event of mechanical failures or other emergencies in the building (power outage, circulation software down, staffing situations, etc.), the Director (or their proxy) will decide whether to close the Library. Closings due to staffing situations will be discussed with the Board of Trustees Chair first, as Trustees may be able to fill in.
3. The Library will close if any building issues result in a lack of bathroom facilities.
4. The Library will close if the Governor of Massachusetts issues a statewide emergency.

II. Notification

1. The Board of Trustees, DPW, Library staff, Town Administration, and any scheduled volunteers will be notified of a closing. Anyone signed up to use a Library Meeting Room or attend a Library event will also be notified.
2. The Library will notify the public of any closures by posting on the Library’s website, social media accounts, and Town social media. If possible, a sign will be posted at

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the Library entrance, and the message on the phone system will be updated.

III. Scheduled Closings

Scheduled closings will be at the discretion of the Library Board of Trustees—with the exception of Federal and State holidays, along with closings stipulated under the Library’s union contract.

1. Staff Training: From time to time, the Library may be closed for staff development training. These closures are infrequent and are publicized well in advance.
2. Holiday Eves: Per prior Trustee votes, the Library is closed annually on the day before Independence Day, Christmas Day, and New Year’s Day. If the Trustees wish to amend this clause of scheduled closings, a vote should be taken by October of the prior calendar year.

This policy will be reviewed and revised by the Sharon Public Library Board of Trustees as needed.

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