

| <b>Richmond Memorial Library</b>                      |                                    |
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| Manual Name:<br>Library Policy Manual                 | Date Effective:<br>2/10/2026       |
| Section: Inclement Weather & Emergency Closure Policy | Date Created/Revised:<br>2/10/2026 |

### **Inclement Weather & Emergency Closure Policy**

It is the policy of the Richmond Memorial Library to ensure the safety of all of its patrons and Library staff. Library administration will make every effort to maintain regular Library operating hours. However, at times, the Library may have to close, shorten hours or cancel programs or reservations due to emergency conditions.

The Library will be closed when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails (e.g., furnace malfunction, no water in the building, no electricity, etc.), as a result of general health or safety conditions or other emergency circumstances out of the Library's control or if otherwise deemed necessary to ensure safety and well-being of either Library staff or the public.

Notifications of delayed openings, early closures or Library closures will be shared via:

- Library website ([batavialibrary.org](http://batavialibrary.org))
- Library Facebook page
- Local news outlets

#### **Adverse Weather**

In the instance of adverse weather, the decision to close the Library will be based upon:

- General conditions of roads in the Batavia area.
- Condition of the Library's parking lot, walkways, and emergency exits.
- Availability of sufficient staff to open and operate the Library.
- Requests for closure by local, county or state law enforcement agencies.

The decision to close will be made by the Library Director. In the absence of the Director, the Library Board President or Assistant Library Director will make the decision to close the Library. The Library Director must be notified of such action.

#### **Cancellation of Library Programs & Reservations**

- All scheduled Library programs will be cancelled in the event of the Library building closing.
- All meeting room and room reservations will be cancelled in the event of the Library building closing. Library staff will attempt to notify reservation holders of closing via the email provided with the room reservation.

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| Approved by Board:<br>2/10/2026 |  |
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