

LONDON PUBLIC LIBRARY POLICY

Title of Policy: Business Closure
Policy Type: Board Operational Linkage
Policy No: C-C-05

Effective Date: November 22, 2018

Review: November 2022

PURPOSE: The London Public Library Board sets the hours of operation for the Library. The purpose of this policy is to set out the circumstances during the calendar year that govern the days that London Public Library (LPL) will be closed to the public.

POLICY STATEMENT:

In December each year, the Library Board will set LPL's business days and such days as the Library is closed to the public for the next calendar year.

LPL will be closed each year on:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday (August)
- Labour Day
- Thanksgiving Day
- Christmas Eve (half day)
- Christmas Day
- Boxing Day
- New Year's Eve (half day)

and on any day proclaimed by the Canadian government as a national holiday, by the Ontario legislature as a public holiday and any other days as the Board shall direct.

When any of the above falls on a Sunday, LPL will be closed on the next day following.

The Board will determine any other days of closure for reasons including, but not limited to, interruption of services such as power due to infrastructure replacement, the

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revitalization of library facilities or staff development, based on the recommendations of the CEO & Chief Librarian (CEO).

There are times when LPL locations may be closed during the Library's established business days due to extreme weather or other kinds of emergencies that make it unsafe to open and/or for occupancy. The authority to close the system or any branch library in such circumstances shall be vested in the CEO or designate. LPL shall endeavor to provide public notice of such closures as soon as reasonably possible.

INQUIRIES:

CEO & Chief Librarian

KEYWORDS:

RELATED DOCUMENTS:

Emergency Closings Policy

DOCUMENT CONTROL:

Approved: September 19, 1984 (L84/174)

Reviewed: December 17, 1997 (L97/78)

Reviewed: November 20, 2014 (L14/66.5)

Reviewed: November 22, 2018 (L18/57)