Policy Name:	**Unplanned Closures**	Policy #:	**B7**
Approval Jun 18, 2020			

Purpose

The library is a service institution, and every effort will be made to maintain access to library services during scheduled open hours. However the library may close or postpone opening due to exceptional circumstances. This policy identifies who is responsible for decision making and outlines the factors which assist in the decision to close the library.

Policy Statement

Unforeseen or unavoidable circumstances beyond the control of the Library Board or staff may force the closure or prevent the library from opening. The closure may be caused by non-emergency factors such as the failure of heating/cooling equipment, inclement weather, lack of water, an electrical power outage, or inadequate staffing levels. The closure may also be due to emergency situations such as a fire, accident, catastrophe, or pandemic.

The Director of Library Services or designate is responsible to evaluate the operational needs of the library. The determination to close the library will be made by the Director or designate in consultation with the Board Chair. The Director will communicate this decision to the rest of the Board and senior leadership at the City of Port Moody.

The following factors will be considered in the assessment before closing the library:

- The safety and well-being of library patrons and staff
- The ability of the library to provide service with minimal staffing levels
- The need for the library to cooperate with the City of Port Moody and other organizations responsible for health and safety, and local emergency preparedness
- In the event of inclement weather:
  - Weather forecasts
  - Present and projected road conditions
  - Availability of public transportation
  - Closure of other public service institutions within the Greater Vancouver Regional District

Closure announcements will be made on the library's website and social media.