

**OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE**

Name of Policy

INCLEMENT WEATHER/CANCELLATIONS

Purpose: The Director has the authority to make a determination to close the library during periods of inclement weather. Cancellation may occur when travel is dangerous and the safety of the Library users and employees warrants such action.

Procedure:

- a. The Director shall make a determination to close the Library due to inclement weather or other dangerous situations that may arise.
- b. When the Director makes a decision to close the Library, scheduled employees who are already at work will receive compensation for the balance of their shift. Those scheduled, but not yet at work, will be notified not to come in.
- c. The Director shall announce a decision to staff via the library phone answering system by 6:30 am on a morning in which weather is in question. Staff should check that answering service before leaving to go to the library.

Date revised: 14 February 2011
8 August 2011

By: Ottumwa Public Library Board of Trustees