

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 407

Subject: Library Hours and Special Closings

1. It is the Library's Board of Trustees and the Director's/Librarian's responsibility to provide quality service on as many days as possible within budgetary limits.
2. Library hours will be set in accordance with Library of Michigan standards as will best serve the community and as funds are available.
3. Library hours will be posted in a manner visible to the public during open and closed times.
4. The Library (including Frederic) will close on the following holidays each year:
 - New Year's Day January 1st
 - President's Day Third Monday in February
 - Good Friday Friday before Easter; close at 4pm
 - Memorial Day Last Monday in May
 - Independence Day July 4th
 - Au Sable Canoe Race Last Saturday in July
 - Labor Day First Monday in September
 - Thanksgiving Day Fourth Thursday in November
 - Day after Thanksgiving Day Friday after 4th Thursday in November
 - Christmas Eve Day December 24th
 - Christmas Day December 25th
 - New Year's Eve Day December 31st; close 4pm
5. Should a holiday fall on Sunday, then Monday or the first day of the work week shall be celebrated in lieu of such holiday.
6. Additional closing days throughout the year may take place at the request of the Director and with the approval of the Library Board.
7. In the event of an emergency situation wherein no employee is available to work and no substitute is available, or in case of inclement weather, or facility emergency, the Library may be closed by action of the Director. In the absence of a Director, the following (in order named) shall be able to authorize library closings: Interim Library Director, Administrative Assistant, Library Board President, Library Board Vice President, Library Board Secretary, Library Board Financial Officer, or Library Board Trustee.

ADOPTED: December 12, 2000

REVIEWED: January 16, 2004, October 13, 2011, December 8, 2016, December 14, 2017

AMENDED: January 12, 2017