

**Town of Hanna Library Board**

**Hours of Service Policy**

The Town of Hanna Library Board shall set hours of service that are convenient for members of the community.

1. The hours of service for the Hanna Municipal Library are as follows:
  - a. Monday, Tuesday, Wednesday, Friday: 9:00 AM – 5:00 PM
  - b. Thursday: 9:00 AM – 8:00 PM
  - c. Saturday: 11:00 AM – 2:00 PM
2. The Library will be closed to the public on designated holidays including: New Year’s Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Heritage Day (August Long Weekend), Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day. Closures will include the Saturday if the holiday falls on a Friday or Monday.
3. At their discretion, the Library Director may authorize that the library be closed in emergency situations (e.g. power failure, extreme weather conditions). Whenever possible, the Library Director should inform the Board Chair or at least one other board member of an emergency closure.
4. Other closure dates not covered in points 2 or 3 must be approved in advance
5. The public must be notified of library closure dates in advance, except in emergencies.

**Procedures**

1. In the event of a power failure lasting longer than 15 minutes, all patrons will be asked to leave, and the library will close until such time as power resumes.
2. The Library Director has the discretion to send staff home if the power failure is longer than 30 minutes. Staff will return to work upon resumption of power unless otherwise instructed.

**Approval Date: September 9, 2019**

**Date for Review: September 2020**