

## **TROCHU MUNICIPAL LIBRARY BOARD**

### **HOURS OF SERVICE POLICY**

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

1. The hours of service for the main branch are as follows:
  - a. Wednesday - Friday: 10:30 AM – 5:30 PM
  - b. Saturday: 9:00 AM – 4:00 PM
2. The Library branch 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.
3. At their discretion, the Library Manager may authorize the closure of the Library in emergency situations (e.g. power failure, extreme weather conditions). Whenever possible, the Library Manager 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 by Board motion.
5. The public must be notified of library closure dates in advance, except in emergencies.

Reviewed June 2019

Approved by the board June 11, 2019

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Randy Lacey, Board Chairperson