



HOURS OF SERVICE

Policy Number: 2022-009
 Revisions approved: June 2022
 To be reviewed: June 2025

Purpose or intent:

The Town of Trochu Library Board shall set hours of service that meet public need and are within the limits of budget and staffing.

Authority

The Town of Trochu Library Board is required to establish policies with respect to the hours of service at each library service point.

Libraries Regulations 7 (2)(f).

Policy Statement(s):

1. The Library shall be open four (4) days per week.
2. Hours of operation are:
 - a. Wednesday, Thursday and Friday 10:30 a.m. – 5:30 p.m.
 - b. Saturday 9:00 a.m. – 4 p.m.
3. The library shall be closed to the public on designated holidays as outlined in Policy 2021- 001: General (Statutory) and Optional Holidays.
4. The Library Manager may authorize the closure of the library in an emergency situation (i.e. power failure, extreme weather conditions.) The Library Manager must inform the Board Chairperson or at least one other board member of an emergency closure.
5. Other closure dates not covered in numbers 3 and 4 (i.e. between Christmas and New Years) must be approved in advance by Board motion.
6. Closures will be communicated to the public in advance whenever possible by posts on the usual communication sites as well as a poster on the library window/door.

Pam Bezanson, Library Chairperson

Date