

## Emergency Closing

When the Library is in operation but an early closing may be necessary:

- 1) The Director (when available) or the librarian in charge or clerk in charge will be responsible for the decision
- 2) Employees will be paid for any remaining hours scheduled.

When the Library is not in operation but normally scheduled to open as usual in severe weather or emergencies:

- 1) The Director or, if unavailable, the librarian in charge or clerk in charge will be responsible for the decision.
- 2) Staff members will be notified by a phone chain if they do not have to report to work that day.
- 3) Annual salaried staff will be paid for the number of hours normally scheduled to work.
- 4) Part-time employees will be paid for the hours that they are normally scheduled to work if they are notified of the closing before they report to work.

Librarian in charge is responsible for recording the emergency closing message in absence of director

- 1) If you are activating the greeting from in the library, dial \*8107 from any system phone. Chose the emergency greeting and record your greeting
- 2) Then at ext.110 press the button labeled emergency close. The light will light signifying the system is in Emergency close mode.
- 3) When the emergency is over the system is returned to normal operation by pressing the button on Ext 110

When the Library is closed for weather or other emergencies, compensatory time off is not allowed for those off or on vacation, or out on sick leave.

If an emergency closing is necessary more than two hours before the scheduled closing of the Library, the supervisor should attempt to contact the Director and, if unavailable, a trustee before closing the building.

NOTE: You can listen to WALK 97.5 FM for information about emergency Library closings. To report a library closing to WALK call 475-5200.

You may also visit the following web site to see a posting of libraries in Suffolk County that are closed, closing early, or delaying opening. The web site is

<http://tank.suffolk.lib.ny.us/phpBB/>

Everyone can view this page, but the Director is the only one who can post a message for this library.

Adopted by the Board of Trustees:

September 12, 2003

Amended January 2012