

# Town of Drayton Valley Library Board

## POLICY MANUAL – SECTION 4: Service Operations, Programs & Resources

Policy:	4.1.1 ^	Hours of Service	
Board Approved:	DVLB Chair – Lyn Cowper-Smith	Date Approved:	Nov 18, 2021
Chair Signature:		Review By:	Dec 31, 2022

### Preamble

**^ This policy is a requirement of the *Libraries Regulation* section 7.2(f). This policy cannot be rescinded. Any amendment to this policy must be reported to the Municipal Affairs Public Libraries Services Branch in accordance with section 4 of the *Regulation*.**

### Policy

Drayton Valley Municipal Library will be open to the public an average of **50 hours** per week except for weeks that include holidays. Public service hours are defined as follows:

#### Regular Public Service Schedule

The library will be open to the public from September 1<sup>st</sup> through to June 30<sup>th</sup> on the following regular schedule:

Monday, Friday and Saturday	<b>10:00 am to 5:00 pm</b>
Tuesday, Wednesday and Thursday:	<b>9:00 am to 8:00 pm</b>
Sunday:	<b>Closed</b>

#### Summer Seasonal Public Service Schedule

The library will be open to the public from July 1<sup>st</sup> through to August 31<sup>st</sup> on the following modified schedule:

Monday and Friday	<b>10:00 am to 5:00 pm</b>
Tuesday, Wednesday and Thursday:	<b>9:00 am to 8:00 pm</b>
Saturday and Sunday:	<b>Closed</b>

Hours of service will be posted on the building entrance, the library's website, social media and other platforms for broadcasting such as newspapers, newsletters, community message boards, etc.

The Director may adjust the schedule to allow public access outside of the approved schedule for special events or activities following consultation with the Board and Operations Manager.

### Scheduled Closures

The Library will be closed on all statutory and civic holidays. The library will be closed on Saturdays during holiday weekends.

Statutory and civic holiday closures for the upcoming year are scheduled at the Board's AGM each fall and are listed in **Appendix 4-A**. Closures will be posted on the library website.

The Director may close the library, or specific areas of the library, for facility maintenance, staff development or collection inventory following consultation with the Board.

### Unscheduled Closures

The Director or Manager may close the library without notice in response to prolonged power outage (>30 minutes), staff shortage, severe weather or other hazard that impacts health and safety to the public or staff. The Board Executive must be notified as soon as possible following an unscheduled closure; the Board will be informed at the next scheduled meeting.