

Closing Policy

Approved August 2001

Revised Aug. 2003, July 2007, July 2008, Sept. 2009, July 2011, Sept. 2012, Sept. 2013, May 2016

UNSCHEDULED CLOSINGS

In the event of a weather emergency or other unforeseen circumstance, it may be necessary to close the library for the safety of visitors and staff. If such an event occurs, the Library Director or the designated Senior Staff Member on duty will make the decision to open late, close early, or not open at all. *

Notification. The Board of Trustees, the Town Manager, Police, Library Staff, and Scheduled Volunteers will be informed of the closing. Anyone signed up to use a room or attend a library event will also be notified. A recorded message will be left on the library's phone answering system and a message will be posted on the gpl.org website. A sign will be posted on both entrance doors whenever possible.

Events. When the Groton-Dunstable schools are closed or have a delayed opening, any scheduled children's storytime will be cancelled. Patrons must contact the library or look online to find out if other library events have been cancelled.

SCHEDULED CLOSINGS

Scheduled closings will be at the discretion of the Library Board of Trustees.

Staff Training. From time to time, the Library may be closed for staff development training. These closures are infrequent and are publicized well in advance.

Holiday Eves. On the evenings before the three major holidays of Thanksgiving, Christmas, and New Year's Day, the library will close early. The exact time of closing for these days will be decided by the Library Trustees when the holiday closing schedule for the following year is approved.

**The exception would be, as stated in the "Warming and Cooling Station Policy," that, at the request of the Groton Emergency Management, the library can be designated as a relief center during town emergencies, which would alter the decision to close and most likely require the library to extend open hours.*