

**Policy 407.0: Library Closings**

Reviewed: 11/16/15

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Approved: 11/30/15

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Every effort will be made to keep Salem-South Lyon District Library open to serve the public as scheduled.

**Planned Closings**

In some instances building closures may be required for the maintenance and upkeep of facilities or in-service training. Closures may also be necessary due to special events in the vicinity of a library building or other circumstances outside the control of Salem-South Lyon District Library. All planned closings will be approved by the Library Board and announced to the public with as much forewarning as possible.

**Emergency Closings**

Whenever a situation arises that, in the judgment of the Director or his/her designee, jeopardizes anyone's personal safety or well-being, the building may be closed. Such situations could include, but are not limited to: power failure, flooding, fire, vandalism, or extreme weather.

**Bereavement or Funeral Closings**

In the event of an employee's death, arrangements may be made for staff to attend the memorial service/funeral. These arrangements may include, at the discretion of the Library Director, closing the library for a period of time.