

EMERGENCY CLOSURE POLICY

I. Purpose

- A. To establish a protocol that will be used in the event of an emergency closure.

II. Library Closure

- A. The Lodi Public Library may temporarily close because of an emergency. An Emergency includes, but is not limited to, the following:
 - 1. Severe weather, declared states of emergency by any governmental body or unit, utility disruptions, natural disasters, pandemic, epidemic, or other health emergencies.
 - 2. The City of Lodi offices close because of an emergency.
 - 3. The School District of Lodi closes because of an emergency.
- B. The Library Director shall have the discretion to determine if the Library will temporarily close, reduce its operating hours, or limit services. In making this decision, the Library Director will consider if there are sufficient staff members available to maintain basic service levels.
- C. In the event of emergency closure, due dates and hold pickup dates for library materials will be extended. While closed the Library will keep the book drop open, unless staff is unable to access it or it is deemed safer to close it.
- D. In the event of emergency closure, employees shall be compensated for their regularly scheduled hours missed as a result of the emergency closure.

III. Communication

- A. As soon as practical, the Library will post notice of closure or reduced hours on its website, social media, and the front of the building, unless circumstances prevent such communication.
- B. The Library will also notify SCLS (South Central Library System) of all closures or reduced hours.
- C. In the event of emergency closure or reduced hours, library staff will attempt to contact all parties with room or equipment reservations.

IV. Programming and Library Events

- A. At the discretion of the Library Director, Library programs and special events may be canceled because of reduced hours, limited staff, or closure.

V. Responsibility for Library Operations

- A. The Library Director is charged with implementing this policy. If, for any reason, the Library Director is unable to perform the responsibilities and decisions outlined in this policy, administrative authority will be assigned to a person appointed by either the Library Director or the President of the Library Board.

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VI. Revision History

- A. Policy approved April 20, 2020 (Revision 0)