



CLOSING POLICY

The Allendale Township Library maintains a regular schedule of open hours and makes every effort to keep facilities open to serve the public as scheduled. In some instances, it may become necessary to close the library, shorten hours, or cancel programs when conditions or circumstances prevent basic library operations. All closings will be approved by the Library Director and Library Board (if time allows). The decision to close the library or cancel scheduled programs is based upon, but not limited, to the following factors:

- Severe weather and/or road conditions that cause hazardous travelling.
- Availability to staff or operate the library (due to illnesses, family emergencies, staff funeral, etc.)
- Building maintenance/upkeep scheduled or unscheduled (power failure, equipment replacement)
- General health/safety emergency in the community or area surrounding the library
- Requests for closure by local or state agencies

Items due during any unscheduled closing of the library will not be subject to fines.