

Rigby City Library Unscheduled Closure Policy

While every practical effort will be made to adhere to scheduled hours of operation and programming, circumstances occasionally arise that require unscheduled closures and/or reduced or canceled service offerings in order to preserve the safety and well-being of Library patrons and staff.

Rigby City Library (Library) may cancel scheduled programming, reduce regular hours of operation (open late/close early), or completely close in the event of:

- Severe weather conditions or natural or man-made disasters that make travel exceptionally hazardous, result in an insufficient number of available staff, prevent safe maintenance of Library walkways and parking lots, or that otherwise similarly impair safe and responsible operations.
- Building safety issues such as prolonged power outages, failure of a building heating or cooling system, gas leaks, water problems or other conditions at the Library that impair safe use and operation of the facility.
- Request for closure by local, county or state law enforcement agencies.
- Other seriously unsafe or unhealthy conditions that impair safe and responsible use and operation of a library facility.
- The closure or delay of the Jefferson Joint School District #251 due to inclement weather.

The Board of Trustees delegates the decision to cancel programming and/or close facilities for any of the above reasons to the Library Director. The Director will follow the guidelines, requirements and mandates set by state and local authorities; including state, county, and city officials, local and state police, the National Weather Service, and the Eastern Idaho Public Health Department. The Library Director, or designee in the event of the Director's unavailability, will make a decision at his/her discretion.

The Director and/or the Director's designee shall contact Library Trustees to make them aware of the situation as soon as possible.

In the event that an unexpected closure occurs during Library hours, Library staff will assist patrons to the extent possible by allowing them to use the Library's telephones to arrange for pickup. Patrons may be asked to evacuate the building.

When a decision is made to close the Library and/or cancel programming for any of the reasons stated above, every effort will be made to notify the public. A closing notice will be posted on the library entry doors. Electronic notice will be posted on the website and social media sites.

No items will be due, and no overdue fees will be assessed for unscheduled closures.

Approved by the Rigby City Library Board of Trustees: 8/6/2024