

Policy Type: **Operational**

Policy Number: **O-6**

Policy Title: **Hours of Operation Policy**

Policy Approved: November 2024

Effective: January 2025 – December 2027

1. PURPOSE

1.1 The Windsor Public Library Hours of Operation Policy is intended to provide a framework for establishing appropriate and consistent library hours of operation.

2. SCOPE

2.1 The Windsor Public Library Board, within the meaning of the *Public Libraries Act* as amended, provides governance and management of public library services in Windsor, and is supported by the Windsor Public Library / City of Windsor Service Agreement (2015), as amended March 21, 2017.

2.2 The Hours of Operation Policy reflects the Windsor Public Library Mission, Vision, Values and Customer Service Pledge:

WPL Mission Statement: “The mission of the Windsor Public Library is to enrich our community by providing access to resources that inform and entertain.”

2.3 This policy applies to all locations, employees, students and volunteers.

3. POLICY

3.1 The Windsor Public Library Board establishes the hours of operation for the library system based on community need, usage, and funding.

3.2 **Short Term Closure** - the authority to close branches in the event of an emergency lasting less than five days (i.e. power outage, minor renovations, inclement weather), is delegated to the CEO or designate. Windsor Public Library shall provide notice of such closures and re-openings.

3.3 **Long Term Closure** - the authority to close branches in the event of an emergency lasting over five days (i.e. pandemic, building / structural issues), is delegated to the Windsor Public Library Board and CEO in consultation with the City of Windsor. Windsor Public Library shall provide public notice of such closures and re-openings.