

**LIBRARY POLICY MANUAL**

**ADM-24: Library Hours, Holidays and Closures**

**Date Issued:** 4/21/03

**Revised:** 2/18/04,  
XX/XX/XXXX

**Attachment(s): 1) City Administrative Regulation**

**1. Library Hours of Operation**

The library is open to the public the following regular hours:

- Monday – Thursday: 10:00 am – 9:00 pm
- Friday & Saturday: 10:00 am – 6:00 pm
- Sunday: 1:00 pm – 6:00 pm

**2. Holiday Closures**

The library observes all official holiday closures as specified in the City’s Administrative Regulation 9.0 Employee Leave, section S.8 Holiday Leave.

Additionally, the library is closed the following Sundays:

- Easter Sunday
- Sunday before Memorial Day
- Sunday before Christmas Day, if the holiday is Monday
- Sunday before New Year’s Day, if the holiday is Monday
- Sunday before Labor Day

Other general library closures may be designated on an *ad hoc* basis at the discretion of the Library Director. The Library Board will be advised of any closures.

**3. Weather and Emergency Closures**

Closures and delayed openings due to inclement weather and other emergencies are designated as necessary by the Library Director, usually in consultation with the City Manager and City Office of Emergency Management.