

## SCOTT COUNTY LIBRARY SYSTEM POLICIES & PROCEDURES MANUAL

Board Motion: 040226

Revised: January 2008

### EMERGENCY CLOSING OF SCOTT COUNTY LIBRARIES

1. Definition of Emergency: Circumstances which post a threat to the safety of employees and customers, or circumstances which prohibit the normal use of the County's facilities.
2. Authority: Library closings usually follow the direction set by the Scott County Administrator for the courthouse employees. Because many libraries are open when the Government Center is closed, and because the branch libraries are distributed throughout the County, the Library Director may use his/her discretion to declare an emergency and direct the official closing of libraries. **The Library Director will notify the County Administrator when the decision is made to close one or more branch libraries.** *For weather related emergencies*: due to the geographic distribution of libraries throughout the county, supervisors at each library branch will consult with the Library Director to determine whether an emergency closing needs to be declared. If Scott County Schools are closed, deliveries for the Scott County Library System will be cancelled per the Library Director's discretion
3. Source: For weather related emergencies, the National Weather Service is the primary source of information. For non-weather related emergencies, the Library Director may use any verified information pertinent to the circumstances
4. Employees Time Recording:  
When County facilities (including libraries) are closed, employees may record their time as stated in the Emergency Closing of Scott County Facilities policy.

See also Closing Branch Libraries – Procedures and Scott County Administrative Policy and Procedures (Res. No. 83020, 93090) Emergency Closing of Scott County Facilities.