



ASHBURNHAM STEVENS MEMORIAL LIBRARY
20 Memorial Drive • Ashburnham MA 01430 • 978-827-4115 • library@ashburnham-ma.gov

Inclement Weather Policy

Stevens Memorial Library may close because of inclement weather for the safety of the public and the staff. In general, the Library will remain open unless Ashburnham's Town Hall closes. In the event that an inclement weather decision must be made independent of Town Hall, the Library Director or their designee will make this decision based on the recommendations of the Department of Public Works and the Chief of Police, Library's ability to meet minimum staffing levels, and the physical condition of the facility, including the stairs, ramp, and parking lot.

The Library Director or designee will contact the Board of Trustees Chair to inform them previous to any changes to the Library's operational hours.

If the Library is forced to remain closed for the day or to close early, any items due that day will be granted additional time.

If the Library closes early, all reasonable attempts will be made to contact the parents or guardians of children who are at the Library at that time. For their safety, any children who are not picked up before the Library closes will be taken to the Ashburnham Police Department by a police officer.

The Library will alert the public to provide an update as soon as the decision has been made that impacts the Library's usual operational hours. The Library will also provide updates through the Library website and its social media accounts.

Approved by Library Board of Trustees, March, 2023