



STEVENS MEMORIAL LIBRARY

Inclement Weather Policy

While the Stevens Memorial Library makes every effort to observe normal operating hours regardless of weather, the Library may close at times for the safety of its staff and the public. In general, the Library will remain open unless Ashburnham's Town Hall closes. In the event that an inclement weather decision must be made after Town Hall has closed for the day, Library personnel will make such a decision based on the Library's ability to meet minimal staffing levels and the physical condition of the facility, including the stairs, ramp, and parking lot.

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 must close 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 of its altered hours as soon as the decision has been made. In addition to posting signs on the building, the Library will update its outgoing voicemail message and its social media accounts. When possible, closings will be announced on other media as well.

Approved by Library Board of Trustees, December 2014

Reviewed April 2020