

# Hours of Service Policy

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Policy Created: 9/2021

Policy Reviewed: 6/2023; 6/2024; 10/2024

## Policy Purpose

A critical component of library service is the hours the building is open to the public. Generally, library hours and the annual calendar will maximize access to the public at the most convenient times and within the available resources. When the Library is open, all essential services will be available.

## Operating Hours

Library hours are reviewed annually, and a calendar approved.

Regular library hours are:

Sunday: 10:00pm – 5:00pm  
Monday-Thursday: 10:00am – 6:00pm  
Friday: 10:00am – 5:00pm  
Saturday: Closed

The Library will be closed on the last Monday of August, October, January, and April for staff training or as required.

The following holidays will be observed by the library:

- New Year's Day
- Washington's Birthday
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Day before or after Christmas

If the holiday falls on a Monday, the Library will also close on the preceding Sunday. If the holiday falls on a Sunday, the Library will close on the preceding Friday. If the holiday falls on a Saturday, the Library will close on the preceding Friday and the following Sunday.

The Library Director and the Board reserve the right to close the Library as necessary.