

Category: Board Information

Policy Number: LIB-03-002

Title: Hours of Operation and Closures

1. The Library will endeavor to provide library service during the hours which best meet the needs of the community.
2. The portion of the library used for public library services is open to any member of the public free of charge during the hours of operation.
3. The Vegreville Centennial Library's regular hours of operation are as follows:

Monday	10:00 a.m. to 08:00 p.m.
Tuesday	10:00 a.m. to 08:00 p.m.
Wednesday	10:00 a.m. to 08:00 p.m.
Thursday	10:00 a.m. to 08:00 p.m.
Friday	10:00 a.m. to 06:00 p.m.
Saturday	12:00 a.m. to 04:00 p.m.
Sunday	CLOSED

4. For the summer months (approximately Canada Day to Labour Day), the library opens on a revised schedule. During this period, the regular hours of operation are as follows:

Monday	10:00 a.m. to 06:00 p.m.
Tuesday	10:00 a.m. to 08:00 p.m.
Wednesday	10:00 a.m. to 06:00 p.m.
Thursday	10:00 p.m. to 08:00 p.m.
Friday	10:00 a.m. to 06:00 p.m.
Saturday	12:00 a.m. to 04:00 p.m.
Sunday	CLOSED

5. The Library Manager may choose to close the Library:

- a. On designated holidays including:

New Year's Day	Family Day	Good Friday
Easter Sunday	Victoria Day	Canada Day
Alberta Heritage Day	Labour Day	Thanksgiving Day
Remembrance Day	Christmas Day	Boxing Day

- b. one day per year for professional development and/or team-building activities.
 - c. on days when there is an emergency (e.g. extreme weather, power failure).
 - d. one day per year for inventory.
6. The hours of operation will be clearly displayed.
 7. The Library may not be closed more than two days in a row without prior Board authorization, with the exception of Statutory Holidays as listed above.

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8. The above noted Library hours may be temporarily adjusted by the Library Manager if it is not possible to maintain the minimum number of staff on site.
9. Pursuant to Policy LIB-00-005 (Infectious Disease) the above noted Library hours are subject to change with prior Board authorization.

Refer to:
Policy LIB-00-005: Infectious Disease

Date Approved: June 22, 2022

Board Chair Signature: _____

Review Date: June 2025