

## 9. Hours of Service Policy

The Paradise Valley Municipal Library Board shall set hours of service that are convenient for members of the community.

9.1. The hours of service for the Library:

9.1.1. During the School Year:

- a. Monday, Wednesday, Thursday and Friday: 9:00 AM – 3:30 PM
- b. Tuesday 9:00 AM – 8:00 PM

9.1.2. During the summer the Library is open two days a week for July and August for a minimum of sixteen hours each week. It is closed one week of the summer for cleaning.

9.2. The Library will be closed to the public on all designated Buffalo Trail Public School Board (BTPS) holidays including but not limited to: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Heritage Day (August Long Weekend), Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day. The Library will also be closed on BTPS non instructional days.

9.2.1. The Public Library reserves the right to remain open during non-school hours when determined to be a need of the community. These additional Public Library hours will be advertised to the Public.

9.3. At their discretion, the Library Manager may authorize the Library to be closed in emergency situations (e.g. power failure, extreme weather conditions). Whenever possible, the Library Manager should inform the Board Chair or one other board member of an emergency closure.

9.4. Other closure dates not covered in points 9.2 or 9.3 must be approved in advance by Board motion.

9.5. The public must be notified of library closure dates in advance, except in emergencies.