



Fayetteville Free Library Emergency Closing Policy

Overview

It is the policy of the Fayetteville Free Library (FFL) to ensure the safety of all of its patrons and library staff. Library administration will make every effort to maintain regular library operating hours. However, at times, the library may have to close, shorten hours or cancel programs or reservations due to emergency conditions.

Library Closure

To ensure safety of patrons and library staff, the FFL will consider closing the library, shortening hours of operation or cancel programs based on one or more of the following:

1. Hazardous travel conditions, weather advisories or the closure or delay of the Fayetteville Manlius School district due to inclement weather
2. The library parking lot and/or walks are not cleared and are hazardous
3. Building conditions and/or equipment failures have created an unsafe environment (i.e. power outage, failure of the heating system)
4. General health or safety conditions or other emergency circumstances out of the library's control

Procedure

In the event that any of the above conditions arise, the Executive Director, in consultation with library personnel, will make the decision to close the library, shorten hours or cancel a program or reservation. Closures or delays are announced on local news channels, the library phone message, and library website and social media outlets. Additionally, if the library closes for the whole day, all library loan periods on items will be extended.

Employees

If the FFL closes for any reason, nonexempt employees will not be paid for the hours missed. If any employee is unable to report to work, reports to work late, or must leave early due to inclement weather when the FFL is open, that employee may utilize available personal time lieu of time missed.