

Emergency (Weather/Disaster) Closing of the Library Policy

- The decision to close the Library during an emergency will be made by the Library Director or the Director's designated representative. If the Library is, or will be, closed, an announcement will be provided to major local media outlets by 6:30 a.m. or as soon as possible for a closing occurring during the day. An announcement will also be made on the Library's social media sites.
- As described in the Library's Emergency Closings Procedure, the Library Director will notify Library Staff members of library closing. Staff members scheduled to work may call their supervisor for verification of the closing. The Library staff may also check their library email, the library's website, and/or Facebook for verification of the closing or other message.
- If there is a question about closing the library in the evening, the staff person in charge will contact the Library Director for a decision. If the Director cannot be reached, the staff person in charge will make the final decision on closing.

Emergency Closing (Weather/Disaster) Policy approved by the Altoona Public Library Board of Trustees on September 19th, 2023.