

UPPER MORELAND FREE PUBLIC LIBRARY

Policy Number	OPS-01
Policy Name	Hours of Operation

Revised:	9/15/2011
Review:	1 ST Qtr 2014
Original:	
Document Owner:	Library Director

I. POLICY

- A. At a minimum, the UMFPL will be open for full services at least forty-five hours per week with at least seven of these hours during the weekend period beginning on Saturday and ending on Sunday.
- B. The UMFPL will comply with The Pennsylvania Library Code (ref. II A.) in that it will meet the *Incentive for Excellence Aid* standards.

II. REFERENCE

- A. The Pennsylvania Library Code, June 14, 1961 P.L. 324, Section 303.6 (2), as amended ("The Library Code").

III. BACKGROUND

- A. The Pennsylvania Library Code (ref. II A.) relates to the establishment, operation and maintenance of public libraries in the Commonwealth of Pennsylvania. It contains criteria to obtain state aid at three levels: basic, quality, and incentive for excellence.

IV. PROCEDURE

- A. The Director will prepare a written procedure to insure that the library's full-service hours comply with this policy.

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V. HOLIDAYS CLOSED TO THE PUBLIC

- A. New Year's Day (Library will close at 2:00 p.m. on New Year's Eve.)
- B. Martin Luther King's Birthday (observed)
- C. Presidents' Day
- D. Easter Sunday
- E. Memorial Day
- F. Independence Day (July 4th)
- G. Labor Day
- H. Thanksgiving Day (Library will close at 2:00 p.m. on Thanksgiving Eve.)
- I. Christmas Eve
- J. Christmas Day

VI. DEPARTURE FROM POLICY

- A. Temporary changes to the hours of operation may be made by the Director for circumstances that are:
 - 1. Caused as a result of an emergency:
 - a) *Board approval as a result of an emergency is not required. However, notice to the Board's Executive Committee is required.*
 - 2. Caused by operational necessity:
 - a) *Board approval is required.*

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- B. Per the Pennsylvania Library Code (ref. II A.), the UMFPL may reduce weekend hours to four hours for ten weeks per year during periods when community-use patterns warrant, subject to the Board's approval.
- C. Per the Pennsylvania Library Code (ref. II A.), the UMFPL may reduce total weekly hours by three hours per week during the ten-week period of reduced Saturday and Sunday hours, subject to the Board's and State Librarian's approval.

VII. RESPONSIBILITY

- A. The Library Director ("Director") is responsible for promulgating and maintaining, at a minimum, full-service hours in compliance with The Pennsylvania Library Code (ref. II A.), and to recommend permanent changes to the Board when necessary.
- B. The Board is responsible for reviewing and approving library full-service hours.