

HOURS OF OPERATION

Revised:	03/08/2017
Next Review:	1 st Qtr 2020
Reviewed:	03/02/2017
Original:	Prior to 2007

I. HOURS OF OPERATION POLICY

A. The purpose of this policy is to establish the hours the library will be open to the public.

B. UMFPL shall meet the Incentive for Excellence Aid standards of the Pennsylvania Library Code, June 14, 1961 P.L. 324, Section 303.6 (2), as amended (“the Library Code”).

C. Holidays closed to the public are as follows:

1. New Year's Day
 - The Library will close at 1:00 p.m. on New Year's Eve
2. Martin Luther King's Birthday (observed)
3. Presidents' Day
4. Easter Sunday
5. Memorial Day
6. Independence Day (July 4th)
7. Labor Day
8. November General Election Day
9. Thanksgiving Day
 - Library will close at 5:00 p.m. on Thanksgiving Eve
10. Christmas Eve
11. Christmas Day

D. Departure from this policy:

1. Temporary changes to the hours of operation shall be made by the director for circumstances that are caused as a result of an emergency with notice to the executive committee of the board of trustees.

2. Temporary changes to the hours of operation shall be made by the director for circumstances that are caused by operational necessity with advanced approval of the board of trustees.
- E. Per the Library Code, the library may reduce weekend hours to four hours for ten weeks per year during periods when community-use patterns warrant, subject to the board of trustees' approval.
 - F. Per the Library Code, the library 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 of trustees' and State Librarian's approval.

II. DEFINITION - N/A

III. RESPONSIBILITY

- A. The director is responsible for promulgating and maintaining, at a minimum, full-service hours in compliance with the Library Code, and to recommend permanent changes to the board of trustees when necessary.
- B. The board of trustees is responsible for approving changes to this policy.