

UPPER MORELAND FREE PUBLIC LIBRARY

Revised:	09/24/2020
Next Review:	4th Qtr. 2023
Reviewed	09/10/2020
Original:	Prior to 2007

HOURS OF OPERATION

I. POLICY

- A. The purpose of this policy is to establish the hours the library will be open to the public.
- B. The Library 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. The Library will be closed on the following holidays:
 - 1. New Year's Day (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. The Library will depart from this policy under the following circumstances:
 - 1. As a result of a community, weather or building emergency, the board of trustees will be notified of temporary changes to the hours of operation implemented by the director.
 - 2. Advanced approval of the board of trustees is required for temporary changes to the hours of operation for non-emergency, operational necessity.
- 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.

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- 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 approval from the Office of Commonwealth Libraries.

II. DEFINITION: N/A

III. RESPONSIBILITY

- A. The director is responsible for promulgating and maintaining, at a minimum, hours of full service 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.