UPPER MORELAND FREE PUBLIC LIBRARY

HOURS OF OPERATION

Revised:	03/08/2023
Next Review:	1st Qtr. 2026
Reviewed	02/09/2023
Original:	Prior to 2007

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 24 Pa. C.S. § 9335

    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.   Thanksgiving Day (Library will close at 5:00 p.m. on Thanksgiving Eve.)

        9.   Christmas Eve

        10.   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 consecutive 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,

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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.