

**7F | Emergency Closures**

**Reviewed:** 4/13/22

Though the Library is responsible for serving the Roselle community by maintaining as many open hours of operation as is practicable, from time to time weather conditions or other situations arise that make opening the Library to the public unsafe or impractical.

After determining it is in the best interests of all Library users, visitors, and personnel: the Executive Director or Person-in-Charge will initiate procedures for an emergency closure. Unless required by their position, staff members may not stay in the building during a forced emergency closure nor may they re-enter without permission from the Executive Director or Person-in-Charge or any law enforcement personnel who have assumed responsibility due to an emergency situation.

If an emergency situation forces the Library to remain closed for more than ten (10) consecutive calendar days, the Board of Trustees will convene to determine a long-term solution.

**Adopted:** 3/10/99

**Revisions:** 2/14/07, 8/10/11, 2/13/19

