

## **Unscheduled Closings Policy**

### **Emergent Changes to Operating Hours**

In an emergent situation, notice of the library's late opening, early closure, or other changes to the library's regular hours will be posted online at [www.armstronglibraries.org/ford-city](http://www.armstronglibraries.org/ford-city), on the library's social media pages, and on local news channels. All effort will be made to post a physical sign on the front door of the building.

### **Closures due to Inclement Weather**

The library will take decisions made regarding inclement weather and poor road conditions by the Armstrong School District into consideration when adjusting the hours of the library. In the event that Armstrong School District closes due to inclement weather, any decision to close the library will be posted online at [www.armstronglibraries.org/ford-city](http://www.armstronglibraries.org/ford-city), on the library's social media pages, and to local news channels.

Library staff whose schedules are impacted by any closures will be directly notified. Subsequently, any library staff in charge of a program or other event with registered patrons will directly notify said patrons of the library's closure and the program/event's cancellation/postponement.

All changes to hours are on a case-by-case basis.