

Facilities Operation & Closing Policy

General Staffing Requirements

- Library Administration will determine if and when a Location is in danger of closing due to insufficient staffing, and will inform the President of the Board of Library Trustees, who will make the final decision. If a Library location must close due to insufficient staffing, staff at said location will finish their shift at another open location as determined by Library Administration.

General Closing Procedures- All Locations

- The closing procedure is meant to assure an orderly operation and closing of the buildings and for Library Staff to end their shifts on time. Patrons must be treated in a courteous manner.
- At 8:45 PM (or fifteen minutes before closing), Public Services Desk staff will remind patrons of the library's closing over the intercom. Public Services Desk staff will announce, "The Library will be closing in 15 minutes. Any materials to be checked out should be brought to the circulation desk at this time. Library computers will shut down in five minutes."
- Library staff will pick up books on the floor or on tables and bring them to the circulation desk. Papers and other debris should be picked up.
- All doors may be locked no earlier than 8:55 PM (or five minutes before closing), and no new patrons will be let in. The Librarian in charge will ask the custodian to lock the door when the Librarian determines that it is appropriate, or will lock the doors themselves at the Branches.
- Desk staff should discourage patrons from going into the stacks after 8:50 PM. (or ten minutes before closing). In the event that a patron is allowed to enter after this time, the librarian in charge must be notified. The circulation desk staff should intercept patrons near closing time to determine their need, and expedite a solution if possible.
- The closing procedure is meant to assure an orderly closing of the building and for library staff to end their shift on time. Patrons must be treated in a courteous manner. In all cases, the librarian in charge has the authority to oversee closing procedures in accordance with this policy. Branch staff will observe the same guidelines regarding courtesy to patrons, timing of announcement, shutting down computers and equipment, and locking the front door.
- If a patron refuses to or is unable to leave the building, Library staff may call the police non-emergency or emergency phone number at the discretion of the Librarian in charge.

Facilities Closing Policy

Supplemental Main Library Closing Procedures

- At or before 8:45PM (or fifteen minutes before closing), the Main Library custodian will return the portrait of Queen Victoria to the interior of the vault, lock the vault, and set the security alarm located in the Director's Office.
- At 8:45PM (or fifteen minutes before closing), the Main Library custodian will visit the third floor, walk the entire floor and check for patrons who are still in the building; the same routine shall be followed on the second floor. The custodian will let the senior Librarian (Librarian in charge) at the Public Services Desk know of anyone who is on the upper floors. It is the responsibility of the Librarian in charge to approach any patron who may need a reminder. If the Librarian needs assistance in asking a patron to leave, he/she will ask the custodian.
- If there is a meeting in the Main Library lower level, the custodian will check that level, including the restrooms, to ensure that everyone has left or is in the process of leaving, and will inform the Librarian in charge.
- The Main Library custodian will report to the Public Services Desk and wait by the building exit to ensure that all patrons have left the building, especially patrons that were observed in the second and third floor stacks.
- After all patrons have left the building, and staff have left the 1st Floor, the custodian may turn off the lights on the 1st Floor.

Emergency Closing Procedures- All Locations

- The Library is a public service institution and every effort is made to maintain regular hours for the public. The Library will be closed only when weather conditions deteriorate to the point where emergency situations prevail, or when there are insufficient staff to maintain minimum public service functions. The President of the Board of Trustees will determine when the Library should close.
- Staff members are expected to leave home early enough to compensate for poor weather conditions so that they may reach work at their scheduled time. Staff members unable to reach the Library due to bad weather should notify their supervisor as early as possible. Staff may either elect and be granted the opportunity to make up time lost within one month or, may elect to use personal time, vacation time, or unpaid leave for their lost time. Staff must complete a Request for Time Off Form and submit it to the Assistant Library Director when they return to work.

Facilities Closing Policy

- Staff members (excluding Pages) shall suffer no loss of pay or leave time if the Library is closed because of weather or emergency conditions. Pages may make up their lost hours. Should the Library open late or close early, staff who could not make it to work will owe only those hours missed while the Library was open, according to their schedule.
- A staff member wishing to leave early due to weather conditions must have permission from the supervisor. Lost time will be handled as indicated above.
- At any time that any building is scheduled to be open, a minimum of five (5) adult staff members are required to keep the Main Branch Library open and a minimum of two (2) staff members are required to keep the South Branch Library and the West Branch Library open, not including custodial staff.
- Snow removal in each of the three Library location parking lots and streets is the responsibility of the Peabody Department of Public Service.
- Sidewalk snow removal at each of the three Library branches is the responsibility of the Library Custodians.

As approved by the Board of Library Trustees the 5th day of December, 2022.