

Garrett Public Library

Emergency Closing Policy

Purpose

The Garrett Public Library is a public service institution, and every effort is made to maintain regular hours for the public. GPL will be closed only when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails (e.g., furnace malfunction, no water in the building, no electricity, etc.) or when there is a general emergency within the area. The decision to close the Library will be based upon:

1. General conditions of roads in the area, as defined by the DeKalb Emergency Management Agency's county travel status.
2. Condition of GPL's parking lot and walkways.
3. Availability of staff to open and operate the Library. Minimal staffing levels are defined as a minimum of at least three staff members.
4. Condition of the building's equipment.
5. Requests for closure by local, county or state law enforcement agencies.

The library will not automatically close or delay opening based on any other institution's actions. The decision to close will be made by the Library Director. Once the decision to close or to open late is made, the Director will notify the staff, board members and any necessary media outlets.