

Policies of the Albion Municipal Library and Heritage Center
Section 3 – Patron Access

Policy Section 3.4 - Library Hours, Unplanned Closings, and Inclement Weather

1. Albion Municipal Library and Heritage Center provides the following open hours:

Monday	Closed
Tuesday	10:00AM-6:00PM
Wednesday	10:00AM-6:00PM
Thursday	10:00AM-6:00PM
Friday	10:00AM-6:00PM
Saturday	10:00AM-2:00PM
Sunday	Closed

2. Unplanned Closings will be considered on a day-to-day basis by the library director or director's designee with concurrence of board president or board president's designee.
3. Inclement weather conditions threaten the safety of patrons and/or staff, and the decision to temporarily close the library shall be made by the Director with Trustee communication. The decision will be made during a conversation between Director and a Trustee.
 - a. Tornado watch
 - i. Patrons will be asked to leave the library at that time.
 - b. Tornado warning
 - i. Patrons will be asked to stay in the library. Emergency measure will be in effect until the tornado warning has been lifted.
4. Notices of a library closing will be communicated/posted at library entrances, on social media, the library phone messaging system and shared with local radio stations.