



Hollis Social Library · 2 Monument Square · Hollis, NH 03049  
Phone: (603) 465-7721 · Fax: (603) 465-3507 · [hollislibrary.org](http://hollislibrary.org)

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## Closing Policy

### I. Unscheduled Closings

In the event of inclement weather, an emergency, or an unforeseen circumstance, it may be necessary to close the Library. The Library Director, or designated staff member, will decide whether to close early, delay opening, or not open at all. The primary factor of any decision will be the safety of the staff and library users. However, maximum effort will be made to maintain regular hours.

1. If the weather appears to be severe, the Library Director will make a recommendation to the Trustees to close or delay opening the Library. The Director will monitor the National Weather Service forecast, road conditions, and check WMUR for other closings, delays, and weather information before making a recommendation to the Board.
2. In the event of mechanical failures or other emergencies occurring within the building (loss of power, circulation software down, staffing situations, etc.) the Director will consult with the Board of Trustees and decide whether to close the Library.
3. The Library will close if any building issues result in a lack of bathroom facilities.
4. The Library will close if the Governor of New Hampshire issues a statewide emergency.

### II. Notification

1. The Board of Trustees, the DPW, Library staff, and any scheduled volunteers will be informed of the Library closing. Anyone signed up to use the Library Meeting Room or attend a Library event will also be notified.
2. The Library will notify the public of any closures by posting on the Library's website, social media accounts, and WMUR. If possible, a sign will be posted on the entrance to the Library.

### III. Scheduled Closings

Scheduled closings will be at the discretion of the Library Board of Trustees.

1. Staff Training: From time to time, the Library may be closed for staff development training. These closures are infrequent and are publicized well in advance.
2. Holidays and Holiday Eves: Library hours and holiday closures are determined by the Board. The observed holidays and early closing days will be approved annually by the Board of Trustees.
  - a. If a holiday falls on a Saturday, the Library will observe Friday and Saturday as holidays.
  - b. If a holiday falls on a Sunday, the Library will observe Sunday and Monday as holidays.

This policy will be reviewed and revised by the Hollis Social Library Board of Trustees as needed.

Approved: February 2, 2009

Reviewed/Revised: October 4, 2011; February 4, 2014; March 4, 2014; May 14, 2019, November 13, 2023