

Bristol Library
6750 County Road 32
Canandaigua, NY 14424
585-229-5862
www.thebristolibrary.com

**External Policy/Library Hours & Closings
Policy # EP 7**

Effective Date: 05/20/2020

APPLICATION: Trustees, Library Manager, Staff, Patrons

STATEMENT OF PURPOSE: To state our regular hours of operation, schedule of holiday closings, and establish procedures for emergency and staff training closings.

POLICY: It is the policy of the Bristol Library to establish and maintain our hours of operation and holiday, emergency and staff training closings.

RESPONSIBILITY: The Board of Trustees is responsible for establishing the Library's hours of operation and a holiday closing schedule. It is the discretion of the Manager or her/his designee if and when the Library closes for an emergency or delays opening. The Library reserves the right to close to the public for purposes of staff training. Such closings must be approved by the Library's Board of Trustees.

APPROVED: 05/20/2020 by the Bristol Library Board of Trustees

REVISED: DD/MM/YYYY by the Bristol Library Board of Trustees

REVIEWED BY/ON: (Legal Counsel and/or by a designated person after a period of time)