

Jack Russell Memorial Library
Inclement Weather Closing Policy

The Jack Russell Memorial Library (JRML) recognizes that on occasion inclement weather may prevent the Library from opening all day, delay opening or require early closing. The primary factor of any decision made will be safety of library patrons and staff. However, maximum effort will be made to maintain regular library operating hours. The decision to close or postpone opening of the Library due to inclement weather is made by the Library Director or his/her designee.

Decision Making Factors

- The safety of the public and library staff is of paramount importance.
- The public parking lot, front walk, drive thru book return and emergency exit doors are kept free of snow and ice to maintain access to the building.
- Weather alerts and road condition reports factor into weather related closing decisions.
- National Weather Service; school closing announcements; along with announcements from local, county and state government and emergency managements official will be considered as well. Library Administration will attempt to track announcements via the television, internet and radio taking particular note of ones regarding remaining off the roads.
- Emergency snow closing is a judgment call and common sense prevails.
- During tornado alerts library staff and patrons are required to go downstairs to the basement to use it as a shelter. The gate in the atrium will be pulled while the entry doors remain open and signs are placed on doors instructing patrons to seek shelter in the restrooms.

Once a decision has been made to close the Library, the Library Director shall notify the following local officials:

City of Hartford Administrator
Department of Public Works Superintendent
Building & Grounds Maintenance Supervisor

The following television, radio and online resources will be notified as well:

WTMJ-TV4 – www.tmj4.com
WTKM – 1540 AM & 104.9 FM
WTMJ – 620 AM – www.620wtmj.com
94.5 KTI Country – www.wtmj.com/kticountry
Jack Russell Memorial Library Facebook Page
Library Website www.hartfordlibrary.org

Fines for materials due on days that the library closes due to inclement weather shall be waived.

When the library closes or if an employee is unable to reach or remain at the library because of inclement weather, he/she may utilize available PTO. Employees may otherwise choose to make up the missed hours caused by inclement weather during that week.