

HR 194 Closing the Library in the Event of Extreme Weather

Originating Document – June 2003

Effective Date – November 25, 2015 – LB-105-2015

Last Modified – May 24, 2017 – LB-054-2017

Last Modified – LB-091-2019, November 28, 2019

Procedure

1. Request permission from the CEO or designate to close (613-476-5962 or 613-827-2251)
2. Post a sign on the door indicating closing and reason.
3. The CEO or designate will notify local radio stations and post to social media sites.
4. At earliest opportunity, send a brief memo to CEO documenting length of time closed, reasons, and procedures followed.