

Forrest City Public Library

Inclement Weather Policy

It is the policy of the Forrest City Public Library to recognize that on occasion, inclement weather or other conditions may prevent the library from opening or postpone opening. The primary factor of any decision made will be the safety of staff and library patrons. However, maximum effort will be made to maintain regular library operating hours.

The Public Works Director and/or Forrest City Police Department will be called upon for advice concerning impending road conditions. If hazardous road conditions occur, the library director will call the Library Board chairperson to advise him/her of the situation.

In the event of inclement weather, employees will be permitted not to report to work or leave work early in the interest of their safety, when approved by the library director. All staff members are paid their regularly scheduled hours for any day (or part of a day) where weather conditions prevent them from working.

If a decision is made to close or postpone opening, the local radio station will be called to make the necessary announcements.

FCPL Board Approved: **5/14/07**