

4.2 Hours of Service

The Coaldale Public Library will have hours of service convenient for members of the community.

1. The hours of service to the public will be:

Monday	9:30 am – 9:00 pm
Tuesday	9:30 am – 9:00 pm
Wednesday	9:30 am – 9:00 pm
Thursday:	9:30 am – 9:00 pm
Friday:	11:00 am – 5:00 pm
Saturday:	11:00 am – 5:00 pm
2. The Library will be closed to the public on New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Heritage Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day.
3. The Head Librarian may authorize the closure of the Library under any condition which may result in an unsafe environment (e.g. power failure, extreme weather conditions). The Head Librarian will contact the Board Chair to advise of an emergency closure. The Trustees will be advised via email of an emergency closure.
4. Library closure due to unsafe environment may be based on one or more of the following criteria:
 - i. action being taken by the Town of Coaldale;
 - ii. the nature and likely duration of inclement weather or industrial incident;
 - iii. the time of day of inclement weather or industrial incident;
 - iv. the likelihood that Patrons and Staff will be able to reach their homes safely.
5. Reasonable effort will be made to inform the public of an emergency closure via notice posted in the entrance to the Library and/or online.
6. Closure dates not covered in paragraphs 2 or 3 must be approved in advance by the Board.
7. The public will be notified of Library closure dates in advance, excepting emergency closures.