

POLICY ON CLOSING FOR WEATHER, STAFF DEVELOPMENT & SPECIAL EVENTS

Adverse weather conditions, fires, power failures or other emergencies might require that the Library close. The Library will close whenever a weather emergency is declared by government officials and people are asked to stay off the roads. When the Hilton Central School District closes due to inclement weather, the Library will close. If the school district's closure is due to power outages or conditions that have not negatively impacted the library building or pose a danger to staff, the library might remain open. The Board president should be consulted, if possible, before closing the Library.

Closing the library for weather, a power failure, etc. will be publicized in several ways. Staff and Town Officials must also be notified.

1. Channel 13- <http://13wham.com/weather/closings/school-closings-admin>
ID Code: 100101 Password 7721
2. Channel 10- <http://www.whec.com/pages/company/closing-registration.shtml>
ID: 3074 Password: 0419
3. Channel 8- Call 288-8140. Our business code is 90027; our security code is 899.
Status code- 01 Closed; for a full list of codes, check the weather closing folder. **Wait until the "Goodbye" to hang up.**
4. Spectrum: 585-756-2424 x2 code word: operation snow
5. Library's Facebook
6. Library's Website
7. Library's Phone Message (from home)
 - a. Call 392-8350
 - b. dial 6289
 - c. dial 6289 again when prompted
 - d. Switch to holiday mode and record a new message
8. Library's Phone Message (from inside the library)
 - a. Pickup phone and dial 190
 - b. dial *2#
 - c. When message starts, dial 6289
 - d. When it asks for a security code, dial 6289
 - e. Choose "more" from the screen
 - f. Choose "mgr"
 - g. Would you like to change to holiday mode? 1 for yes

- h. Record a new message and hang-up when finished
- 9. Email the Town Supervisor, Finance Director & Head of Parks & Rec
- 10. Email LAS to place on libraryweb.org website
- 11. Email MCLS assistant Director
- 12. Notify staff

Periodically, the Library will be closed to the public so that staff members can attend training/staff development activities.

The Library will be closed to accommodate some special events in the Village of Hilton.

The public will be informed in advance of these closing dates via signs on the front doors, social media and the website.

Any materials due to be returned on a day on which the Library is closed will be due on the first day the Library is able to reopen. No fines will be charged for days when the Library is not open to the public.