

Shaw Public Library Emergency Policy

Shaw Public Library's emergency policy may be enacted at the discretion of the director and/or his/her designee. This policy includes guidelines to provide the best library service possible, while recognizing public health and other emergency concerns. The following are potential emergency measures that the director may take. This list is not comprehensive and other items may be added as necessary.

- Limit the number of people in the library building and in specific areas.
- Require staff and members of the public to wear masks or face coverings which cover mouth and nose.
- Increase or limit items available to circulate.
- Limit access to or close areas of the building to the public based on safety/health concerns.
- Set time limits for patron library visits.
- Require only phone, text or email contact with library staff.
- Other actions deemed necessary for safety and order. Noncompliance with any emergency measure may result in the removal of library privileges.

The Library is a public service institution, and every effort is made to maintain regular hours for the public. In the event that conditions threaten the safety of the patrons, staff and volunteers and/or prevent the usual operation of the Library, the decision to temporarily close, delay opening, or close early shall be made by the Director or the supervising Librarian in charge. In the case of a temporary closing:

- Library patrons already in the facility will be notified immediately when schedule changes are decided.
- Library staff will make every reasonable effort to notify the general public when the Library schedule is changed due to inclement weather conditions/emergencies.
- Library staff, when possible, will:
 - update the phone machine message and the Library's website to announce temporary schedule changes
 - post the information on social media (Facebook, library website)
 - post a notice on the front door regarding the closure

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