

Geauga County Public Library
Operating Policy Manual

SECTION: SNOW CLOSING
SECTION NUMBER: 516
EFFECTIVE DATE: January 13, 2009
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In order to provide the best service, libraries are open for scheduled service whenever possible. The Library is, however, concerned about the safety of its employees and patrons. During extreme weather situations, the Director or Assistant Director may close all or some of the GCPL libraries. If the Director or Assistant Director is not available, the individual Library Manager may close his/her facility.

The news media will be notified of any closings through the Director's office. The Library's contact person for weather and emergency closings is the Assistant to the Director/Secretary to the Director. When a decision is made to close a building(s) the next step is to contact the Assistant to the Director to alert her/him to notify the media.

Related Personnel Policy: 733

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