



## Hours of Operation

The East Morgan County Library will be open a minimum of fifty-eight (58) hours each week. The library Director, with the approval of the Board of Trustees, will determine days and daily hours of operation.

The library will close on holidays established by the East Morgan County Library Board of Trustees and at other times deemed necessary by the library Director with the approval of the Board of Trustees. Except in the case of emergencies, notice of closings will be posted in the library 10 days in advance and will be reported to the local news media.

Regularly scheduled hours of operation will be established to best meet the needs of library users and will be evaluated by public input on a regular basis.

### **Current Hours of Operation Are:**

- Monday – Thursday: 9:00am – 8:00pm
- Friday and Saturday: 10:00 am – 5:00pm
- Closed Sunday

### **Closed On:**

- New Years Day
- President's Day (**Staff Inservice**)
- Saturday before Easter (**Unpaid**)
- Saturday before Memorial Day (**Unpaid**)
- Memorial Day
- July 4<sup>th</sup>
- Saturday before Labor Day (**Unpaid**)
- Labor Day
- ½ Day before Thanksgiving
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- ½ day of New Year's Eve

If the holiday falls on a Sunday, the library will be closed the following Monday.

If the holiday falls on a Saturday, the library will be closed on the Friday before.

**Revised: September 1999**

**Revised: October 2015**

EMCL General Service Policies