

## SCHREIBER PUBLIC LIBRARY POLICY MANUAL

<b>No:</b> OP1	<b>Title:</b> <i>Operational Days and Hours</i>
<b>Type:</b> Operational: Operations	<b>Authority:</b> CEO
<b>Originated:</b> 12-12-12	<b>Review:</b> Annually
<b>Amended:</b> 09-20-18	<b>Previously:</b> 01-07, 11-06-10, 05-15-14
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• OE8: Holiday Wages</li> </ul>
<b>Associated Documents</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Implementation Procedures</b>	<ul style="list-style-type: none"> <li>•</li> </ul>

1. Hours of Operation:

1.1. Public Library services will be provided during the hours which best meet the needs of the Schreiber community;

1.2. Schreiber Public Library will be open thirty-six (36) hours per week;

1.3. The Library will be open and adequately staffed according to this schedule:

Closed	Sunday
Closed	Monday
10 a.m. to 5 p.m., 7 p.m. to 9 p.m.	Tuesday
10 a.m. to 5 p.m.	Wednesday
10 a.m. to 5 p.m., 7 p.m. to 9 p.m.	Thursday
10 a.m. to 5 p.m.	Friday
1 p.m. to 5 p.m.	Saturday

1.4. The schedule will be reviewed each year and may be revised depending on community needs and finances.

1.5. The Library will be closed for one week during the last week of August and December.

2. Holiday Closures:

2.1. Schreiber Public Library will be closed for the following holidays:

- New Year's Day;
- Family Day;
- Good Friday;
- Easter Monday;
- Victoria Day;
- Canada Day;
- Civic Holiday;
- Labour Day;
- Thanksgiving Day;
- Christmas Day;
- Boxing Day.