

Emergency Policy

Inclement Weather/Emergency Closing

The West Tisbury Free Public Library is a public service institution, and every effort is made to maintain regular hours for the public. The library will be closed only when weather conditions deteriorate to the point where traveling is hazardous, when vital equipment in the building fails (e.g. furnace malfunction, no water in the building, no electricity, etc.) or when there is a general emergency in the town of West Tisbury. The decision to close the library will be based upon:

1. General conditions of roads in West Tisbury.
2. Condition of the Library's parking lots and walkways.
3. Availability of staff to open and operate the library. Minimal staffing levels are defined as two staff members in the building at all times.
4. Condition of the building's equipment.
5. Requests for closure by local or state agencies.

The library will not automatically close or delay opening based on any other institution's actions, including the West Tisbury Schools. The decision to close will be made by the Library Director (or senior staff member) after conferring with the Library Board Chairman. Once the decision to close or to open late is made, the director will notify staff members scheduled to report. News media will be notified of any closings.

Public Safety Emergencies

The Director, in consultation with the trustees and with appropriate public safety authorities, will establish library procedures to be followed in case of fire, health hazards, bomb threats, and other conditions that may directly affect public safety. The Director will train and drill staff on a regular basis in these procedures including evacuating and securing the premises and summoning help as needed.

Adopted by vote of the Library Board of Trustees, 8/14/2008