

Hours of Operation

1. **Standard Practice:** The libraries shall be open in accordance with the following schedule:

Central Library- Albion

<i>Open 53 hours</i>	
Monday	9:00 am - 7:00 pm
Tuesday	9:00 am - 7:00 pm
Wednesday	9:00 am - 7:00 pm
Thursday	9:00 am - 7:00 pm
Friday	9:00 am - 6:00 pm
Saturday	9:00 am - 1:00 pm

East Branch- Avilla

<i>Open 46 hours</i>	
Monday	9:00 am - 5:00 pm
Tuesday	9:00 am - 6:00 pm
Wednesday	9:00 am - 5:00 pm
Thursday	9:00 am - 6:00 pm
Friday	9:00 am - 5:00 pm
Saturday	9:00 am - 1:00 pm

West Branch- Cromwell

<i>Open 45 hours</i>	
Monday	Closed
Tuesday	9:00 am - 6:00 pm
Wednesday	9:00 am - 5:00 pm
Thursday	9:00 am - 6:00 pm
Friday	9:00 am - 5:00 pm
Saturday	Closed

2. **Special Closings:** In addition to the holidays listed below, the libraries will be closed four days per year for staff training. When schools are closed within that library's school district, the respective libraries will remain open (unless weather or other emergency dictates closing), but all youth programming will be canceled. Programming scheduled to begin during the time period of a one, two, or three hour school delay will also be cancelled. Whenever possible, advance notice will be posted of any special closings.

3. **Holidays: The libraries will be closed for the following holidays:**

New Year's Day	Fourth of July	Thanksgiving Friday
Presidents' Day	Labor Day	Thanksgiving Saturday
Good Friday	Veterans' Day	Christmas Eve
Memorial Day	Thanksgiving Day	Christmas Day

NOTE: When New Year's Eve falls on a weekday, the library will close at 5 p.m. When Christmas Day or New Year's Day fall on a Friday, the library will also be closed on Saturday. When Christmas Day or New Year's Day falls on a Saturday or Sunday, the library will also be closed on Monday. Other or special holiday closures will be determined by the board on a case by case basis.

4. **Emergency closings:** The Director has the authority to close the library at any time in the interest of safety for patrons and/or employees. The Administrators will have this authority in the absence of the Director. Information should be received from the Noble County Commissioners, Sheriff's office, National Weather Service, power companies, or local media prior to making a decision to close.

The following guidelines will normally be used for closures:

- **Travel Advisory:** All library facilities will close when an orange (watch) or red (warning) travel status is declared by the County. The library will be closed until noon if a yellow (advisory) travel status is issued.
- **Tornado:** Should a tornado **warning** be issued, everyone in the building should take shelter in the designated area of the building. The staff will be instructed in the proper procedures.
- **Power Outage:** When a power outage occurs, the Director should be notified and a decision concerning closure will be made.
- **Energy Emergency:** The Director will set the usage hours of the libraries in accordance with directives issued by the applicable authorities in this matter.
- **Terrorist attack:** In the event of a terrorist attack within Noble County or any of the adjacent counties (DeKalb, Lagrange, Allen, Whitley, Elkhart, Kosciusko, and Steuben) the library will close and all staff will be sent home.

Notification of closures will be provided when possible to the following media:

- The Noble County Public Library Facebook page
- Radio: WMEE (97.3 FM), WOWO (1190 AM), WBCL (90.3 FM)
- Television: Channel 21, Channel 15