

## Hours of Operation

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

### Central Library- Albion

<i>Open 52 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 - 5:00 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 34 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 main library will be closed two days per year for staff training and the branches will be closed four days per year for 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 canceled. Whenever possible, advance notice will be posted of any special closings.

3. **Holidays: NCPL will be closed for the following holidays (Federal Guidelines):**

New Year's Day	Juneteenth	Veterans' Day
Martin Luther King Day	Independence Day	Thanksgiving (Thur-Sat)
President's Day	Labor Day	Christmas Eve
Memorial Day	Columbus Day	Christmas Day

NOTE: When New Year's Eve falls on a weekday, the library will close at 5 pm. The library will also close at 5pm on Thanksgiving Eve. 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. A special board meeting will be called for emergency closures more than five (5) full days in length to determine the best course of action.

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. Director discretion will be used for yellow (advisory) travel status.
- **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. Administrators may make this decision in absence of the Director.
- **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 large scale 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 or to an appropriate place of safety.

Notification of closures will be provided on library social media and the website and when possible to radio and television media.