

Pictou-Antigonish Regional Library

Storm Closure Policy

1. The final decision to open or close the Library is the responsibility of the Chief Librarian.
2. When the Chief Librarian is out of town or unavailable, the decision to open or to close the Library is the responsibility of the Deputy Chief Librarian, or in his/her absence, the Community Services Librarian
3. It is the policy to close all five branches and Headquarters rather than only one or two. These branches in Pictou County are located so close together that the public would be too confused if the same policy did not apply.
4. The Antigonish Librarian/ Library Manager and the River John Library Assistant have the authority to close their respective libraries as weather conditions vary so between these two areas and the New Glasgow area.
5. Staff are to assume the library will remain open unless otherwise notified.
6. On evenings and weekends when the Chief Librarian is not in the office, the senior staff member working in the New Glasgow Library is to consult with the New Glasgow Library Supervisor. In their absence, consult with the Chief Librarian , etc...(see item # 2)

The New Glasgow Library Supervisor consults with the Chief Librarian or the Deputy Chief Librarian. If neither can be reached, the New Glasgow Library Supervisor has the authority to close the Library.

If the New Glasgow Library is to close, the New Glasgow Supervisor contacts the Community Services Librarian, who in turn is to contact the other libraries and arrange publicity. Branch supervisors are responsible for contacting their appropriate staff.

7. If the Library is not to open at all, the Chief Librarian will call the Deputy Chief Librarian, the Community Services Librarian, and the New Glasgow Library Supervisor, between 6:45 and 7:15 a.m. These four staff will notify the appropriate staff and arrange the publicity.
8. If you are off work on a day the Library is closed unexpectedly, you are not entitled to an extra day(January 1985)

9. It is recognized that staff live where they do by choice, and this can have no influence on working regularly scheduled shifts.
10. When the Library is open and full time staff are unable to get to work they are to make up the time within two weeks, or use their vacation time.
11. The time to be made up will be done in a pre-arranged plan with the Chief Librarian. If the time is not made up, the Chief Librarian will automatically deduct the time from the vacation time, or the time will be deducted from the next appropriate pay period.
12. Part time staff are not paid for the time they miss.
13. Full time staff who leave work early (ride leaving early, distance to travel, etc.) will make up the time or use their vacation time, according to the same method as outline in Item # 10.
14. As long as the Library is open it is assumed all library programming is to be continued unless a specific decision is made by management.

Policy adopted April 1983. Amended November 2001