



Emergency Closing Policy

Manlius Library maintains a regular schedule of open hours. It may become necessary to close the library, shorten hours, or cancel programs when emergency conditions pose a safety hazard to the public and staff, or prevent basic library functions. The decision to close the library or cancel scheduled programs is based upon one or more of the following:

1. Severe weather and/or road conditions that cause hazardous traveling, such as significant snow or ice accumulation or blizzard conditions.
 - a) If the Fayetteville-Manlius school district is closed due to inclement weather resulting in poor travel conditions, Manlius Library will be closed.
 - b) If the Fayetteville-Manlius school district has a delayed opening or cancellation of after-school activities due to inclement weather, the Library Director and Operations Manager will evaluate possible delayed opening or early closure of the library.
 - c) The Library Director and Operations Manager will evaluate potential closings or delays independently from the school district if necessary for staff and patron safety.
2. Failure of vital building services, extended power failure, condition of the building or its equipment.
3. General health/safety emergency or other circumstances in which other governmental entities are closing.

The Library Director shall make the decision to close. If the Library Director is not available, the Operations Manager will make the decisions. Emergency closings are announced in as many ways as possible given the circumstances of the emergency and may include the library website, library answering machine, signage, and announcements in local and social media.