

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Hours of Service; Calendar of Holidays
POLICY NUMBER: 4400

4400.1 The hours of service are hereby established to be fifty (50) hours per week, to be scheduled as follows:

Monday, Tuesday, Wednesday, Thursday	11:00AM – 8:00PM
Friday, Saturday	11:00AM – 6:00PM

4400.2 The Library District will observe the following calendar of holidays, and the Library will be closed on these days:

New Year's Day	(January 1)
Martin Luther King, Jr. Birthday	(3 rd Monday in January)
Lincoln's Birthday	(February 12)
President's Day	(3 rd Monday in February)
Memorial Day	(Last Monday in May)
Independence Day	(July 4)
Labor Day	(1 st Monday in September)
Veteran's Day	(November 11)
Thanksgiving Day	(4 th Thursday in November)
Day After Thanksgiving	(4 th Friday in November)
Christmas Eve Day	(December 24)
Christmas Day	(December 25)
New Year's Eve Day	(December 31)

4400.2.1 When a holiday falls on a Saturday, it will be observed on the preceding Friday as well as on the Saturday. When a holiday falls on a Sunday, it will be observed on the following Monday.

4400.3 At the discretion of the District Librarian (or in his/her absence, the designated person in charge), the Library may be closed for emergency situations or other circumstances such as (but not limited to)

- power failure,
- unhealthy or uncontrollable temperature conditions in the building,
- health hazards or potential health hazards,
- lack of access to the building,
- evacuation raised by a competent, recognized authority,
- lack of water
- scheduled or unscheduled repair work which would severely disrupt normal library operations or in any way put patrons and staff at risk.

4400.3.1 The President of the Library Commission will be notified of any such closure as soon as possible.

4400.4 In the event that the President of the United States declares a day of national mourning or otherwise stipulates that the observance of a day (other than a regular holiday) will result in the closing of Federal offices, the District Librarian is authorized to schedule the closure of the Library.

4400.4.1 The President of the Library Commission will be notified of any such closure as soon as possible.

Adopted 09/18/2006
Revised 01/22/2007