

# Policy Title: Hours of Service

## Intent

The Public Libraries Act, R.S.O. 1990, c. P.44, s. 20 (a) states that a library board shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs.

## Regulations

1. Library services will be provided during hours which best meet the needs of the community within budgetary restrictions.

## Procedures

1. Georgina Public Libraries will be open the following hours:
  - Monday – closed
  - Tuesday – 10am to 9pm
  - Wednesday – 10am to 9pm
  - Thursday – 10am to 9pm
  - Friday – 10am to 6 pm
  - Saturday – 12pm to 5pm
  - Sunday – 1pm to 5pm
2. Libraries will be closed on the following statutory holidays. Note that most are on Mondays, which do not affect public hours:
  - New Year's Day, January 1<sup>st</sup>
  - Good Friday
  - Easter Monday
  - Victoria Day
  - Canada Day, July 1<sup>st</sup>
  - August Civic Holiday
  - Labour Day
  - Thanksgiving Day
  - Christmas Day, December 25<sup>th</sup>
  - Boxing Day, December 26<sup>th</sup>
  - Early closure (12pm) on Christmas Eve, December 24<sup>th</sup> and New Year's Eve, December 31<sup>st</sup>
3. From time to time, all libraries or a specific branch may be closed for special maintenance or other operational needs. Such closing will be posted on the library website and in the branches at least 3 weeks in advance.
4. Emergency closing due to weather or other unforeseen events will be posted on the library doors, and if possible, on the library website. Closing due to weather and other emergencies will be at the discretion of the CAO or designate.
5. The Head Librarian will be responsible for ensuring adequate staffing during open hours

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	June 28, 2007
Board Presentation:	August 16, 2007
Board Adoption:	August 16, 2007