

Georgina Public Library Board Policy Manual

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

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

Procedures

1. Branches of Georgina Public Library will be open the following hours:
 - a) Keswick Branch & Discovery Branch
 - Monday – closed
 - Tuesday – 10am to 9pm
 - Wednesday – 10am to 9pm
 - Thursday – 10am to 9pm
 - Friday – 10am to 6pm
 - Saturday – 9am to 5pm
 - Sunday – 1pm to 5pm
 - b) Peter Gzowski (Sutton) Branch & Pefferlaw Branch
 - Monday – closed
 - Tuesday – 10am to 9pm
 - Wednesday – 10am to 9pm
 - Thursday – 10am to 9pm
 - Friday – 10am to 6pm
 - Saturday – 9am to 2pm
 - Sunday – 1pm to 5pm
2. Georgina Public Library will be closed on the following holidays. Note that most are on Mondays, which do not affect public hours:
 - New Year's Day, January 1st
 - Family Day
 - Good Friday
 - Easter Sunday
 - Easter Monday
 - Victoria Day
 - Canada Day, July 1st

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- August Civic Holiday
 - Labour Day
 - Thanksgiving Day
 - Christmas Day, December 25th
 - Boxing Day, December 26th
 - Early closure (12pm) on Christmas Eve, December 24th
 - Early closure (12pm) on New Year's Eve, December 31st
3. On occasion, all branches or a specific branch may be closed for special maintenance or other operational needs. Such closing(s) will be posted on the Library's website and in the branches at least 3 weeks in advance.
 4. The Library may close for up to two days per calendar year, at the discretion of the Library Director/CEO, to allow for Staff Professional Development / Training. Such closing(s) will be posted on the Library's website and in the branches at least 3 weeks in advance.
 5. Emergency closures due to weather or other unforeseen events will be posted on the Library doors, and if possible, on the Library's website and social media. Closures due to weather and other emergencies will be at the discretion of the Director of Library Services/CEO or designate.
 6. The Director of Library Services/CEO 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
Board Review:	August 15, 2019; March 23, 2023; January 18, 2024