



YOUR PLACE

**THE NORTHFIELD PUBLIC LIBRARY**  
115 Main Street 413.498.2455 www.northfieldpubliclibrary.org

## Inclement Weather Policy

Dickinson Memorial Library will make every reasonable effort to open to the public as scheduled. However, when weather conditions make travel difficult or unsafe for the public or staff, the Library Director may make the decision to close early, have a delayed opening, or close for the day.

In the event of inclement weather or other conditions, the Library Director will decide when to close or delay opening. The Trustees Chair and all staff will be notified. The Northfield Highway Department will also be notified.

The decision to close, postpone opening or close early due to inclement weather will be based on a few factors:

If Northfield Elementary School is closed and the Northfield Senior Center/Town Hall is closed, the Library will also be closed.

If the inclement weather takes place on days when the School and Senior Center are not usually open, the call will be made based on national weather advisories and the closing of neighboring libraries.

Staff will be compensated for the hours they are scheduled to work during inclement weather days. If staff was already scheduled for vacation or sick time, they will still need to use that vacation or sick time.

In the event that the library building is closed due to inclement weather programs will be canceled as well.

The public will be notified of closing or changes in hours of operation through a variety of means:

- Facebook posting
- Library telephone outgoing message
- Sign on the front door when possible
- Library website
- WWLP's Weather Cancellation System

*Approved by Trustees 3/5/2024*