

SIoux LOOKOUT PUBLIC LIBRARY
POLICY MANUAL

OPERATIONAL	SECTION B	NUMBER 01
Implemented – Prior 2000	Adopted – Feb 2019 Nov 2017 May 2016, Feb. 2014 Jan. 2011, Sept. 2008	Review – Feb 2022
1 Page	Motion #10-2019	Appendix - None

HOURS OF OPERATION

1.1 STATEMENT

To support its Mission Statement, the Sioux Lookout Public Library is open and accessible to the public as much as is possible within the limits of the library’s operating budget as determined by the CEO/Chief Librarian in consultation with the board.

1.2 STAFFING

During opening hours, there will always be at least two (2) adult staff members (aged 16 years of age or older) working at the library (excluding Student Pages). At least two (2) adult staff members must be present to open and close the library. If there is only one (1) adult staff member present (due to illness or other circumstance), the library will ask all patrons to leave the building and the library will close until another staff member is available.

1.3 STATUTORY (PUBLIC) AND CIVIC HOLIDAY CLOSURES

The Sioux Lookout Public Library observes the following Statutory (public) and Civic holidays and will be closed on those days:

New Year’s Day, Good Friday, Victoria Day, Canada Day, Civic Holiday (August), Labour Day, Thanksgiving Day, Christmas Day, and Boxing Day.

1.4 OPTIONAL OPEN DAYS

The CEO/Chief Librarian may choose to open the library on the following days on the condition that enough staff members are available and agree to work. As per the Benefits and Mandatory Leave Policy, staff members working Family Day (or any other Stat Holiday) must agree in writing to work this day.

Family Day, Remembrance Day, Christmas Eve, and New Year’s Eve.