[Revisions approved by ProfAdmin Staff 7 December 2016; minor changes made 12 February 2018]

Angelo State University Library
Library Procedure

LP #2: **Library Operations during Inclement Weather**

DATE: 7 December 2016

PURPOSE: Set guidelines for operations of the Library during delayed openings and/or closure of the University due to inclement weather conditions.

REVIEW: This LP will be reviewed in May of odd numbered years by the Director's Office Group.

I. University Delays Opening due to Inclement Weather.

If the University sends out notification of a delayed opening before 10:00 pm the day before, the Library will attempt to close at 10:00 pm that night and try to open at 8:00 am the following morning.

If the University sends out notification at 10:00 pm or later while the Library is already open (continuous operations 2:00 am to 7:30 am), the Library will remain open if Overnight Student Assistants are able to safely arrive for their scheduled shift.

For any closures on Saturday or Sunday, the Director (or designated successor) will decide on a case by case basis and notify the appropriate staff members. Overnight Student Assistants (even if only one is available) are requested to remain on duty until a full-time staff member arrives to relieve them. This is to avoid turning students and/or staff out into inclement weather and hazardous travel conditions.

In the event of an early closure, Library staff members on duty are permitted to utilize the Notifier system to alert patrons.

II. University Closure due to Inclement Weather.

If the University sends out notification that the campus is closing while the Library is already open, the Library will remain open until authorized staff members perform closing procedures. Library staff members on duty are permitted to utilize the Notifier system to alert patrons to the impending early closure.

If the closure notice occurs during continuous operations (2:00 am to 7:30 am), Overnight Student Assistants (even if only one is available) are instructed to remain on duty until the authorized staff member dismisses them and performs closing procedures.

III. Power Outages and Other Possible Closures.

These will be determined on a case-by-case basis by the Library's administrative team with approval from the appropriate University administrators.

IV. Procedures for Delayed Openings and Closures.

The Head of Circulation, Media, & Reserves (Head of Circulation) (currently Margaret Alexander) or Assistant Director for Access Services (currently Angela Skaggs) will contact Overnight Student Assistants to verify whether they can make it in to work.

The Head of Circulation or Head of Access Services will contact the designated Information Technology staff member(s) overseeing the operations of the Technology Service Desk (currently Victor Chhuor or Matt Kuhn) in the Learning Commons so that individual can notify appropriate student workers scheduled to work.

The Head of Circulation or Assistant Director for Access Services will notify the "Electronics & Systems Technician" responsible for the CBORD system (currently Sandra Rosser and/or Jason Brake with IT) about the closure so adjustments can be made to the timing for locking and unlocking ADA door at the North entrance.

When Common Grounds is operating, an email concerning any closure should be sent to Chartwells (currently Richard Gonzales).

The Director or designated successor will notify the University Police of the Library's closure, or decision to remain open.

The Director or designated successor will send an email to the President, Provost, Library Staff, and Office of Research & Sponsored Projects staff to inform them of the Library's closure or decision to remain open. This same information will be communicated through the "Everyone" & "Student" email lists. If possible, the Social Media Task Force will relay this information through their channels.

Assistant Director for Access Services, Head of Circulation or the Director (or designated successor) will notify the individual (or designated backup) in charge of the Library's website (currently Antonella Ward) to update the site to reflect the change in hours.

The Library's Business Manager (currently Erin Johnson) will update the Library's phone message if the decision to close is made during normal business hours.

In all cases, a full-time staff member will try to come in to relieve the Overnight Student Assistants. The standard chain of succession and Circulation staffing will be utilized to either keep the building open or close it due to the weather conditions.

Each Library unit is responsible for communicating this information to its student assistants. All staff members are encouraged to follow the local media outlets and ASUAlert for any disruptions in the University's schedule of operations because of weather.

Additional information can be found in ASU Operating Policy OP 52.20, "Staffing During Inclement Weather or Adverse Conditions."