



Next Review Date: March 2023

**Town of Manning Library Board
Hours of Service Policy
Required under Libraries Regulation 7(2)(f).**

The Town of Manning Library Board (hereafter referred to as the Board) shall set hours of service for the Manning Municipal Library (hereafter referred to as the Library) that are convenient for members of the community.

1. The regular operating hours of service for the Manning Municipal Library are as follows:

Monday - Friday: 10:00 AM – 6:00 PM

Saturday: 11:00 AM – 4:00 PM

2. The Library will be closed to the public on recognized STAT holidays including: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Heritage Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day.

3. At their discretion, the Library Manager may authorize that the library be closed in emergency situations (e.g. power failure, extreme weather conditions). Whenever possible, the Library Manager should inform the Board Chair or at least one other board member of an emergency closure.

4. Other closure dates not listed in this policy must be approved in advance by Board motion.

5. The public must be notified of library closure dates in advance, except in emergencies.

6. If Christmas Day falls on a Thursday, the library will close on the Saturday. If Christmas falls on a Tuesday, the library will be closed on Monday. The library will also be closed on the Saturday following Good Friday.

7. Staff will be paid for STAT holidays as per current Alberta Government Employment Standard Rules and Regulations.

Date Approved

Board Chair Signature