



## EMERGENCY CLOSING POLICY

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- Authority to close the Library under this Policy rests with the Library Director or designee. All closings will be reported to the Library Board of Trustees.
- The Library may be closed at any time that it is deemed unsafe to operate the Library or to travel to the Library, including (but not limited to):
  - Storms, natural disasters or casualties (fire, flood, etc.).
  - The order of a recognized governmental official.
  - Loss of any necessary utility.
  - Health related matters (epidemic/pandemic) that could affect the general public or Library staff.
  - Public safety matters such as bomb or other threats, riots or civil insurrection.
- In case of emergency closing during Library hours, standard closing procedures are to be followed if possible and all appropriate notifications should be made (ex: City of Novi, The Library Network (TLN), Library's website, social media and email notifications).

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**Approved by the Novi Public Library Board of Trustees:** August 9, 1982

**Amended:** May 1, 2010; June 22, 2017; May 23, 2024; January 9, 2025; June 11, 2026

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