APPLETON PUBLIC LIBRARY

# LIBRARY EMERGENCY POLICY

## PURPOSE

In the event of an emergency, which could include but not be limited to a natural disaster, utility failure, public safety issue, public health emergency or activation of the City of Appleton's Emergency Operations Center (collectively "emergencies" or "emergency") the Appleton Public Library ("library") may need to make immediate modifications to policies and procedures in order to protect the safety of the public. While every emergency will be unique and requires different responses, this policy empowers the library director to make decisions in cooperation with local officials to address urgent needs.

## POLICY

1. Library Closure

    a. In response to a public health mandate the library director or their designee may temporarily close, reduce operating hours, or limit the services of the library.
    b. At the discretion of the library director or their designee, the library may close, reduce its operating hours, or limit services temporarily if there is not sufficient staff to maintain appropriate staffing levels or operate safely.
    c. Decisions to close will be made in cooperation with local officials and will be made in concert with city emergency operations planning.
    d. In the event of a closure or reduction in operating hours, the library director or designee will maintain communication with staff, the library board of trustees, and the mayor.

2. Building Access During a Closure

    The library director or their designee may restrict, limit, and monitor staff, tenant, deliveries, and vendor access to the building and use of the building to ensure that public safety needs are addressed.

3. Circulation

    a. In the event of a long-term closure, due dates will be adjusted.
    b. The ability to accept materials returns will be assessed based on the nature of the emergency.
    c. Delivery between libraries will be determined in cooperation with OWLSnet, the regional partnership that provides delivery between libraries.

4. Programs

    a. The ability to provide programming will be determined based on the nature of the

emergency.
   b. Online programming and/or programming in alternative locations may be provided.

5. Personnel Matters

   a. Library employees will follow the City of Appleton personnel policies.

   b. Employees may be authorized to work from home, at an alternative site or a modified location within the building.
   c. The library may require staff to wear Personal Protective Equipment (“PPE”) and will work with staff who require accommodations.

6. Patron Expectations

   a. The public will be made aware of modifications, limitations and temporary cessations of services via the library’s public print and digital communication channels.
   b. The library may modify its Safety and Security Policy and/or Rules of Conduct to require library patrons to follow certain rules specific to the emergency, including wearing PPE.

*Approved: 6/2020. Amended: 7/2024.*