

Bucks County Public Library

Management

INCLEMENT WEATHER

Policy Statement

In order to fulfill its mission of public service, the Bucks County Free Library (BCFL) will make every reasonable effort to open its facilities to the public. During weather emergencies or inclement weather involving hazardous travel the library may delay opening or close.

Regulations

The Chief Executive Officer or a designee, with the Library Board President or a designee, determines when libraries will delay opening or close.

One or more of the following criteria are used when deciding to delay opening or close:

- The predicted arrival time, severity, and accumulation of a storm
- The predicted rising or falling temperature
- The presence of ice or icy conditions
- The presence or anticipated presence of salt or other ice deterrent on public roads
- Reports from the National Weather Service
- Closure of Bucks County government offices
- Declaration of a state of emergency by county or state government

When inclement weather strikes or is severe only in selected parts of the BCFL service area, the library may close or delay opening at some locations and not others.

The Chief Executive Officer and Board President will make the effort to notify employees of delayed opening or closing not later than 7:00 AM for morning openings and not later than 11:00 AM for afternoon openings. When the library is open, a minimum of 30 minutes' notice will be given to library users before closing.

Borrowers are not charged late fees for materials due during the period of time the library is closed for inclement weather.

Once the decision has been made to delay opening or close, the public and staff are informed of the decision. Designated employees post information on the library's website, notify the media, update library calendars, and send @all e-mail or text alerts to staff. Employees are expected to answer the phone and monitor the library's website or email system when weather conditions are poor. BCFL does not use phone calling to notify employees and volunteers of inclement weather closings. Employees may find out about delayed openings or closings any of the following ways:

1. Check for a blog posting on the public website.
2. Check for BCFL e-mail.
3. Call the public number of any branch to check if there is a "closed" message.
4. Sign up for text and e-mail alerts.

The library maintains snow removal contracts for parking lots and sidewalks at the following locations: Bensalem, Langhorne, Perkasie, Quakertown and Yardley. The Bucks County General Services Department removes snow from the parking lots only at the following locations: Doylestown and Levittown. The library maintains snow removal contracts for sidewalks at those two locations. Snow removal contracts specify that snow will be removed from parking lots and sidewalks if there is snowfall of 2" or greater or if there is ice.

Library managers and staff are expected to promptly report problems with snow removal by phone to the Facilities & Security Manager if snow removal contract specifications are not met. Designated facilities employees are the sole point of contact with snow removal vendors. Other employees may contact snow removal vendors only when instructed to do so. Designated facilities employees are the sole point of contact with County General Services Department personnel.

All employees assist in applying salt to sidewalks and removing snow from sidewalks during open hours when snow is falling.

When the libraries are open, employees are expected to make every reasonable effort to report to work.

Adopted by the Board of Directors March 15, 1994
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