

# Library Operating Policy

## Closings

The library will be closed on the following holidays:

New Year's Day (January 1)  
Labor Day  
Good Friday  
Veteran's Day  
Thanksgiving Day  
Christmas Eve (December 24)  
Christmas Day (December 25)  
Memorial Day  
Independence Day

The Library will close early on the following holidays:

Thanksgiving Eve - closed at 4:00 p.m.  
New Year's Eve - closed at 4:00 p.m.

## Emergency Closing

During inclement weather or other emergency situations the library makes a concerted effort to provide service to the public. However, the Director has the authority to close the library at any time in the interest of safety for or service to patrons or staff. Information should be received from the City of Kendallville, Town Hall of Rome City, Indiana Department of Homeland Security, National Weather Service, power or water companies, or local media prior to making a decision to close.

In the event of inclement weather, causing a travel advisory to be issued by the City of Kendallville, Town of Rome City or by the Noble County Commissioners, all library facilities will operate as determined below:

- "Warning" local travel advisory: All library facilities will close.
- "Watch" local travel advisory: If issued prior to the library's normal hours of operation then the library will open at 12:00 p.m. Issued during operating hours it will be up to the discretion of the director to keep the library open.
- "Advisory" local travel advisory: Library facilities will operate as normal

The definitions of "watch", "warning", and "advisory" are provided by the Indiana Department of Homeland Security.

The library contacts 95.5 FM "The Hawk," as well as ABC21, Fort Wayne's NBC, and Newschannel 15 when weather affects operating hours. The library's website at [www.kendallvillelibrary.org](http://www.kendallvillelibrary.org) and Facebook are also good places to find emergency closing information.

## Terrorist Attack

In the case of a terrorist attack within Noble County or any of the adjacent counties (DeKalb, LaGrange, Allen, Whitley, Elkhart, Kosciusko, and Steuben) the library will close and staff will be sent home.