

### Policy Statement

In order to protect the safety of the staff and public, the library may periodically close due to inclement weather or major building problems.

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### Regulations

1. Since the library is an independent organization, e.g., not part of a local school system, decisions to close will be made by the library based on the following:
    - A. Requests from local, county, state or federal law enforcement agencies.
    - B. General conditions of roads in Clinton and Macomb Townships, including the library's parking lots and sidewalks.
    - C. Availability of sufficient staff members to operate the library.
    - D. Safe and reasonably comfortable environment for staff and public.
  2. In the case of a tornado watch, the staff will inform the public of the situation, but library business will continue as usual with the staff monitoring the news for weather updates.
  3. In the case of a tornado warning, the library will automatically close for business. Designated areas of the library's facilities will remain open to serve as shelters only.
  4. Overdue fines will be waived automatically if the library is closed an entire day or due to inclement weather. If a single building is closed for part of a day, fines will be waived upon request for that day.
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Approved: October 23, 2019

Clinton-Macomb Public Library Board of Trustees