

POL-PUB.2018.60 Title: *Hours of Operation*



Type: BMPL User Services
Authority: CEO
Resolution No.: BMPL 2018-105 on 5-17-18; POL-PUB.2018.60
Associated Documents:
Original Approval: 5-17-2018
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Reviewed On:

PUB.2018.60.1 Hours of Operation

The hours of operation shall be consistent with the community's needs. See Appendix for hours of operation for each facility.

PUB.2018.60.2 Scheduled Closures

1. The BMPL shall close for the following holidays:

- New Year's Day
- Family Day
- Good Friday
- Easter
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

2. The BMPL shall close on:

- New Year's Eve at 5:00pm
- Christmas Eve at 2:00pm
- Remembrance Day during the Town's Remembrance Ceremony.

3. The BMPL may be closed on other days with advanced notice for staff training or staff appreciation days.

POL.2018.60.3 Closing Time

1. BMPL users cannot remain in the building after closing.
2. During the final half hour of the Library day, the employees shall alert all BMPL users still in the building that the Library will be closing. Anytime children under the age of 12 years are at the Library,

within a half-hour of Library closing, employees should ascertain if those children have arrangements for transportation to their homes.

3. If a BMPL user will be stranded when the library closes, employees shall encourage them to use the telephone to make arrangements for transportation.
4. If concerned about the BMPL user(s) involved, employees shall notify Police Services that the Library is closing and BMPL user(s) may be stranded.
 - 4.1. Library employees should specifically ask children and young adults who are stranded at the Library to wait for the police before walking home or accepting rides from individuals not known to them.
 - 4.2. An incident report must be filed on any occasion when the police are notified regarding any stranded BMPL user(s).
5. The Library does not condone transporting any BMPL user(s) to any location within the employee's personal vehicle(s). In the event that a Library employee chooses to offer transportation to a BMPL user, the employee has acted against policy and is personally liable.

Appendix

Craigeith Heritage Depot

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| Monday | Closed |
| Tuesday | 12:00 p.m. to 5:00 p.m. |
| Wednesday | 3:00 p.m. to 8:00 p.m. |
| Thursday | 12:00 p.m. to 5:00 p.m. |
| Friday | 12:00 p.m. to 5:00 p.m. |
| Saturday | 10:00 a.m. to 5:00 p.m. |
| Sunday | 12:00 p.m. to 5:00 p.m. |

L.E. Shore Memorial Library

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| Monday | 10:00 a.m. to 5:00 p.m. |
| Tuesday | 10:00 a.m. to 7:00 p.m. |
| Wednesday | 10:00 a.m. to 5:00 p.m. |
| Thursday | 10:00 a.m. to 7:00 p.m. |
| Friday | 10:00 a.m. to 5:00 p.m. |
| Saturday | 10:00 a.m. to 5:00 p.m. |
| Sunday | Closed |

The Gallery at L.E. Shore

The Gallery is open the same hours at the L.E. Shore Library branch.