

# SCOTT TOWNSHIP PUBLIC LIBRARY

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WebSite: <http://www.einetwork.net/scotttwp/>

<b>Policy Number</b>	2010 Hours of Operation
<b>Date Approved</b>	December 14, 2009
<b>Amended</b>	
<b>Prepared by</b>	Policy Committee, Dec. 2009

**PURPOSE:** To state the opening hours of the library.

## STATEMENT OF POLICY:

1. Scott Township Public Library exists to provide for the information needs of the community, and because those needs extend beyond traditional business hours, the Library will be open the maximum number of hours allowed by the annual budget for patron convenience.
2. The Library's hours are:

Monday:	10 AM to 8:00 PM	Friday:	1 PM to 5 PM
Tuesday:	10 AM to 8:00 PM	Saturday:	10 AM to 5 PM*
Wednesday:	12 Noon to 8:00 PM	Sunday:	Closed
Thursday:	12 Noon to 8:00 PM		

### **\*Saturday Summer Hours: June 19 thru August 21 -- 10 AM to 2 PM\***

3. Holidays that the Library is closed are:

New Year's Day	Thanksgiving
Memorial Day	Christmas Eve – <b>close at 3 pm /</b>
Independence Day (4th of July)	<b>Closed if on a Friday.</b>
Labor Day	Christmas Day
Thanksgiving Eve –	New Year's Eve – <b>close at 3 pm /</b>
<b>close at 3 pm</b>	<b>Closed if on a Friday.</b>
4. While most dates are decided prior to the beginning of the calendar year in which they will occur, additional closing dates may be established throughout the year by the Board with advice from the Director. The closing dates are listed in the Library and on the library's website.
5. Emergency closings are the responsibility of the Director. See the ***Unscheduled Closing of the Library*** policy for details.
6. When the Library is closed, all items may be returned via the outside **"Book Depository"** located adjacent to the Municipal Building's lobby doors.

