



LIBRARY CLOSING POLICY

When weather conditions are severe, the T.O.H.P. Burnham Public Library in Essex, MA will not open or may close early or delay opening. The decision to close the library will be made by the Library Director. The Director will notify the Town Administrator and Library Trustees of their decision to close or delay opening. When weather is adverse, it is the responsibility of patrons to contact the library or check social media channels to find out if programs or events have been cancelled.

The library will close when internal conditions are unsafe for staff and patrons. This includes a heat emergency when the interior library temperature reaches 83 degrees F in public areas of the library and does not begin to drop within one (1) hour. This also includes situations wherein there is no water available in the building for drinking or restrooms, or when plumbing or sewer conditions prohibit use of toilets. The Library Director will notify the Town Administrator and Library Trustees of their decision to close.

In the case of an epidemic illness or other such condition that prevents a critical number of employees to be present, the Library Director has the discretion to close the library. (See the Library's *Proactive Pandemic and Public Health Policy* for additional policies related to public health.)

The Library Director also has the discretion to close the library in the event of a structural issue or other issues that would make the library hazardous to patrons and/or employees.

Approved by the Board of Library Trustees December 2025