

Document Type:	Policy
Number:	3.02
Effective:	03-01-11
Revised:	01-12-2022

---

### SERVICE HOURS

The Library shall be open as many hours in a day and as many days in a week as reasonably practical within the Library's budget. Service hours per day and days per week may vary by location, and the Library may utilize physical and digital tools to make the public aware of regular scheduled hours and planned holiday closures. Each of the service elements listed in 3.01 (Service Priorities) shall be offered whenever the Library is open.

The hours of opening shall be determined by:

1. the convenience of all parts of the population, including working people; and
2. the ability of the staff to cover the hours of opening within the limits of the established work week.

Holidays shall conform to those of other City offices, unless the Board determines otherwise. If and when the Board chooses to open the Library on a holiday when other City offices are closed, Library personnel will be compensated in accordance with City policy.