• If there is a change in start time due to weather the library will open when the campus opens. If there is a compressed schedule and the campus opens at 10am or 12 Noon due to weather the library will open at the same time as well.
• If the campus is closed due to weather the library will also remain closed for that day; no staff or student workers need to report for work on days when the campus is closed.
• In both of the above scenarios 2 things need to be done:
  1) Public Safety will be called and told to leave the 24/7 access door open until the library opens (which will be the time when the campus opens). When staff reports for work they will call Public Safety to let them know that the 24/7 access door can be locked and the alarm will be set by staff members at that time. If the campus is closed for the entire day Public Safety will be called from home and told to leave the 24/7 access door open for the entire day/evening and locked up when the campus re-opens (for example, the next morning at 8am).
  2) The message on the library phone system will be changed from home and the time the library is opening will be indicated. If the campus is closed for the entire day the library will be closed for the entire day and this will be indicated on the phone message as well. When staff reports for work the message will be changed back to indicate the library’s hours of operation.
• If the campus closes early due to weather the library will close at the same time as the campus closes. If the campus closes at 6pm due to weather, for example, the library will also close at that time.
• In this scenario the following things need to be done:
  1) Public Safety will be called and told the library is closing at the same time the campus is closing (6pm in this example) so the 24/7 access door needs to be opened at that time so students can use the basement after the library closes.
  2) Two signs will be put on the front door facing out saying “Library closed at 6pm due to the weather.”
  3) Public Safety will assist in clearing the building of patrons and also help to secure the building for the night.