

Hazeltine Public Library 891 Busti Sugargrove Road Jamestown, NY 14701	DAYS AND HOURS OF OPERATION POLICY	Date: 03-19-2024 Page 1 of 1
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The Hazeltine Public Library sets days and hours of operation to meet library standards, the needs of our patrons, and the availability of staff and volunteers. These days and hours will be made public via the following:

- The Library’s social media
- A sign posted on the Library’s door
- Telephone answering machine

Library closures:

- Closures other than holidays listed below, will be determined by staff and a sign will be posted on the lobby door (as possible), and a note on the Library’s social media. These may include:
 - Weather related concerns
 - Natural disasters
 - Government mandate
 - Personnel availability

The library is closed on the following holidays:

- New Year’s Day
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving Day *
- Christmas Day *

N OTE: Closure the day after Thanksgiving and a second day at Christmas time may be determined by staff and approved by the Board of Trustees. Notifications as above.

History of Reviews/Revisions:

Date	Reviewed/Revised
03-19-2024	New Policy