

## **Ridgefield Library Weather Closing Procedures**

*as of December 2015*

*Here in New England, we anticipate that at some point each winter season we will experience weather so severe that the Library will need to close (sometimes, in the case of Superstorm Sandy, this situation isn't even restricted to the winter months). Here is what you need to know.*

### **CLOSING DECISIONS**

**The Library does not automatically follow the lead of the schools or town offices when deciding when or if to close due to severe weather.** Our decisions are made based on our own estimations of the severity of the weather and of local travel conditions and are designed to ensure the safety of staff and patrons coming to or departing our premises during our scheduled open hours.

### **PUBLIC NOTIFICATION**

**When a decision is made to close early, open late or not to open at all, this information will be posted to the following places:**

- The homepage of the Library's website at [www.ridgefieldlibrary.org](http://www.ridgefieldlibrary.org)
- The Library's online event calendar (which will also indicate if individual programs are cancelled even if the building itself remains open)
- The Library's outgoing voicemail message
- The Library's Twitter and Facebook pages
- A mobile-friendly notice sent to our full email list
- Local online media such as the Ridgefield Press blog, HamletHub, Ridgefield Patch and Daily Voice
- The online Connecticut Weather Center at [www.ctweather.com](http://www.ctweather.com)
- TV channels 3 and 8
- Radio stations WINE, WLAD, 98Q and I-95

We urge you to confirm our status before heading out to the Library during or after a storm, as conditions can change quickly and frequently.

### **FINES & RENEWALS**

**If the Library closes for all or part of the day, no fines will be charged.**

If you are in any doubt, you may renew items online using the My Account feature at [www.ridgefieldlibrary.org](http://www.ridgefieldlibrary.org) or by phone (if the building is open and staff are here to answer your call).

## **PROGRAM CANCELLATION**

**If the Library closes due to weather, all programs are cancelled.** Re-scheduling information if relevant will be posted to the event calendar as soon as it is confirmed. Not all programs may be re-scheduled.

**Some programs may be cancelled or postponed even if the Library remains open.** This may happen because of a presenter's inability to arrive at the Library safely or our estimate of the willingness and capability of certain audiences to venture out in bad weather. This information will be posted to the event calendar and included in email, Twitter and Facebook notices.

**When the school district cancels classes outright because of weather,** all scheduled children's and teen programs for the day are cancelled automatically, regardless of the overall Library closing status.

**If the schools announce an early dismissal,** afternoon children's and teen programs are cancelled automatically, regardless of the overall Library closing status.

**If the schools announce a late opening,** morning children's programs are cancelled automatically, regardless of the overall Library closing status.

**Adult program cancellations** are made at the discretion of Library staff on a case by case basis.

## **VISIT OUR VIRTUAL BRANCH 24/7, WHATEVER THE WEATHER**

We remind our patrons that our virtual library branch at [www.ridgefieldlibrary.org](http://www.ridgefieldlibrary.org) remains open 24/7, regardless of the weather. Here you can find plenty to do, including remotely accessible research databases and online training courses like Mango or Lynda.com. You can also access thousands of downloadable and streaming eBooks, audiobooks, magazines, music, TV shows and films from OverDrive, Zinio, Hoopla and, for kids, Bookflix and TumbleBooks. Check them out from the warmth and safety of your own home!