

BETTENDORF PUBLIC LIBRARY INFORMATION CENTER SERVICE HOURS POLICY

PURPOSE

The purpose of this policy is to establish the hours of operation during which the library is open to the public throughout the year. The Bettendorf Public Library Information Center maintains one (1) full service library facility located at 2950 Learning Campus Drive, Bettendorf, Iowa.

REGULAR HOURS OF OPERATION

| | |
|-----------|-------------------|
| Monday | 9:00 AM – 8:00 PM |
| Tuesday | 9:00 AM – 8:00 PM |
| Wednesday | 9:00 AM – 8:00 PM |
| Thursday | 9:00 AM – 8:00 PM |
| Friday | 9:00 AM – 5:30 PM |
| Saturday | 9:00 AM – 5:30 PM |
| *Sunday | 1:00 PM – 4:00 PM |

*Open Sunday following Labor Day through Sunday prior to Memorial Day

HOLIDAY HOURS

Exceptions to regular hours of operation:

New Year's Eve Day, (Open 9:00 AM -5:30 PM, ONLY)

New Year's Day – CLOSED

Easter Sunday- CLOSED

Memorial Day - CLOSED

Independence Day (Fourth of July) - CLOSED

Labor Day - CLOSED

Thanksgiving Eve Day, (Open 9:00 AM - 5:30 PM, ONLY)

Thanksgiving Day - CLOSED

Christmas Eve Day - CLOSED

Christmas Day – CLOSED

EMERGENCY CLOSURE

The Library is a public service institution, and every effort is made to maintain regular hours of service to the public. The Library may be closed in emergency situations when weather conditions or access to the Learning Campus is deemed hazardous; when vital equipment in the building fails; in cases of general emergency. The decision to close the Library during an emergency will be made by the Library Director or designee and may be based upon:

- General conditions of roads in Bettendorf, IA.
- Conditions of the Learning Campus (grounds, parking lots and walkways).

- Availability of staff to open and operate the Library at an acceptable standard.
- Condition of the library building and/or vital equipment.
- Requests for closure by local or state agencies.
- Prolonged loss of essential utilities.
- Fire, flood, natural disaster or significant weather occurrences (tornadoes, storms, floods etc.).
- Medical emergency and/or law enforcement investigation.

PLANNED CLOSURE

When changes to the Library's standard hours of operation are planned *in advance*, the Library Director or designee will notify City Administration and City Communications Department, Library Operations staff, and library trustees. Library staff will post closure information to Library social media outlets, library/city websites, and at the facility.

Approved by the Board of Trustees

April, 1987, July 1, 1987

Revised December, 1996

Revised March 1, 1997

Reviewed January 14, 1999

Revised April 11, 2002

Revised November, 2005

Reviewed November, 2008

Revised February, 2012

Revised May 14, 2015

Revised August 11, 2016

Revised August 10, 2017

Revised August 9, 2018

Revised August 8, 2019

Revised June 9th, 2022