



Section of Policy Manual: Facility	Policy No. : FAC-01
Subject: Hours of Operation	Policy Approval Date: December 12, 2019
Year of next review: December 2023	Last Review/Revision Date: Replaces Policy #31

### **Section 1: Policy Statement**

The hours the Gravenhurst Public Library is open to the public will be determined by the Gravenhurst Public Library Board. The public will be notified of changes other than those caused by emergencies.

### **Section 2: Purpose**

To ensure that the hours of operation meet the needs of the community of Gravenhurst.

### **Section 3: Hours of Operation**

A. The Library's hours of operation are:

Monday	10 am to 5 pm
Tuesday	10 am to 8 pm
Wednesday	10 am to 8 pm
Thursday	10 am to 8 pm
Friday	10 am to 5 pm
Saturday	10 am to 4 pm
Sunday	CLOSED

B. The Library will observe the following holidays and will be closed on those days:

1. New Year's Day
2. Family Day
3. Good Friday
4. Easter Monday
5. Victoria Day
6. Canada Day
7. August Civic Holiday
8. Labour Day
9. Thanksgiving Day



10. Christmas Day

11. Boxing Day (December 26)

Any day proclaimed as a holiday by the Federal, Provincial or Municipal Governments, and any other days as the Board shall direct.

- C. The Library will close on Christmas Eve and New Year's Eve at 1:00 pm when they fall on a normal operating day.
- D. The authority to close the Library shall be vested in the CEO/Chief Librarian or designate.