

# Reading at the Rock

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Rockrimmon  
Interim  
Library

## **Inclement Weather and Other Unscheduled Closures**

### **Policy and Procedures**

Reading at the Rock: Rockrimmon Interim Library will be closed each time that Academy District 20 has an inclement weather day. If they have a 2-hour delay, we will plan to open at our usual time: 10:00 AM.

#### **Inclement Weather Procedure:**

- Volunteer (presently Karla Powers) drives through Rockrimmon at approximately 7:50 AM, notes weather conditions.
- Academy School District 20 website is checked.
- Volunteer determines if the library should close for the day
- Volunteer texts Angelique, our website creator by 8:30 AM, letting her know if the library will be closed.
- Angelique will post a banner on the website by 9:00 AM, alerting our patrons.

#### **Other Unscheduled Closures:**

- Volunteer contacts the library manager regarding the situation.
- A determination is made whether to close the library.
- The manager texts Angelique, asking her to post a banner on the website, alerting our patrons, as soon as possible.
- If the volunteer is at Reading at the Rock, they will tape a large note on the front door, alerting our patrons, giving our phone number in case they have questions.