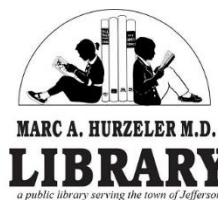


## **Marc A. Hurzeler M.D. Library Emergency Policy (*WORKING DRAFT*)**

Purpose: to establish how the library will continue to operate during emergency situations.



The library trustees will abide by the wishes of the Jefferson Select Board during emergency situations in the interest of public safety.

- The library is affiliated with the town of Jefferson. If the select board closes town offices due to an emergency situation the library may be closed until the select board deems it appropriate to re-open.
- As elected officials of the town, library trustees have the right to make their own independent decisions in regards to closing or remaining closed even if the town remains open or chooses to re-open.
  - If the emergency is at the state level the library trustees may choose to follow additional guidance put out by the governor and other organizations.
    - The library trustees will look to NHLTA and state library for guidance as necessary.
    - The library trustees will look at SAU36 for benchmark
    - Librarian responsible for monitoring/reporting on other libraries, NHLA, NHLTA and State Librarian and advising trustees as necessary.
  - Decision to change status during and emergency situation in the interest of public safety may be recommended by trustees or librarian.
    - In addition, depending on situation the decision can be made by the majority remotely via email consensus.
- If Library Trustees choose to close library to the public.
  - Librarian and Library staff will continue to work if possible.
    - Librarian is responsible for monitoring/reporting on of other libraries, NHLA, NHLTA and State Librarian
    - May work from home or utilize the building as permitted
      - Librarian is responsible for finding remote work for library staff, if needed.
      - Monitoring communications and answering questions electronically
      - Work on special projects and future planning
      - Keep planning for library re-open as soon as possible
      - Will communicate frequently with trustees via email
        - Keeping apprised of current situation
        - Duties/activities of the librarian
    - Librarian and library staff will communicate available electronic resources to the public

*Approved by Board of Trustees as working draft on May 12, 2020, revised and approved on November 10, 2020. Reviewed and Approved January 10, 2023 to continue as working draft. This working draft is subject to change but serves as guideline in the event of an emergency.*

- Website and social media will be updated to advise the public
- Wi-Fi will remain available and free to the public
- NHDB books
- Other resources that may be of use will be reviewed and utilized
- In the event that library is closed for an extended period of time librarian will keep planning for library to function upon reopen
  - All due dates will be extended
  - Options will be explored to provide as much service as safe during an emergency situation.
  - Materials will continue to be reviewed and obtained as appropriate for the collection.