

STATE OF EMERGENCY POLICY

PURPOSE:

Albany Public Library is committed to creating and maintaining a safe and healthy environment for both the public and the employees. If a state of emergency is declared a local, state, or federal officials or emergency action is deemed necessary by the Library's Board of trustees, the library's goal is to follow the health, safety, and operation guidelines enacted or recommended by those governments. To achieve this goal, the library may need to temporarily override some of its established policies in accordance with the type, severity, and duration of the current state of emergency.

POLICY:

In a state of emergency, this policy will take precedence and override conflicting policies in order to preserve and ensure the safety of the library's staff and patrons.

The following are examples of policies that may be impacted:

- Albany Made Creative Lab
- Behavior
- Internet Use
- Room Use
- Service to Children
- Group Visits from Schools, Daycare, or Other Organizations
- Tutoring

Restriction of library services and operations will be determined in accordance with any applicable executive orders from the state and local government and executed by the library executive director in coordination with the Board of Trustees.

During a state of emergency, the administration is to create a continuation of services plan that outlines these restrictions and describes a plan for possible alternate service delivery methods. This plan will be implemented once passed by the Board of Trustees and reviewed at each scheduled and emergency board meeting.

Administration will communicate necessary operational changes to the staff, patrons, and the public as quickly as possible and as safety allows.

RESPONSIBILITY:

It is the responsibility of all Albany Public Library staff to enforce this policy.

PROCEDURE:

As stated above.

APPROVED/REVIEWED:

Adopted: June 2020