

3.7 Safety, Accessibility and Security

It is the policy of the Poudre River Public Library District that the safety of its employees and the public is of chief importance. Staff and the public should be able to expect personal safety, clean and well-maintained facilities, staff that is well versed in safety and emergency procedures, and the proactive application of safety standards and procedures.

When the personal safety of staff and public is at risk, professional security personnel shall be requested. The District will provide for professional security directly for the downtown library and indirectly through facility arrangements at its other locations.

It is the policy of the Poudre River Public Library District that its facilities be readily accessible and usable by individuals with disabilities. The new construction or alterations or additions of existing facilities will be designed to provide compliance with Americans with Disabilities Act (ADA) requirements.

3.8 Hours of Operation and Emergency Closures

Hours of Operation:

Council Tree Library

Monday-Saturday	9 a.m. – 9 p.m.
Sunday	Noon – 6 p.m.

Harmony Library

Monday – Thursday	9 a.m. – 9 p.m.
Friday	9 a.m. – 6 p.m.
Saturday	9 a.m. – 5 p.m.
Sunday	Noon – 5 p.m.

Old Town Library

Monday – Thursday	9 a.m. – 9 p.m.
Friday	9 a.m. – 6 p.m.
Saturday	9 a.m. – 5 p.m.
Sunday	Noon – 5 p.m.

The Intergovernmental Agreement (IGA) between the District and Front Range Community College-Larimer Campus allows for up to 10 additional open hours per week at Harmony Library, primarily for the use of the College’s students.

Hours at all facilities are subject to change.

Emergency Closure

Situations such as hazardous weather, unsafe facility conditions, and other emergency conditions may necessitate closing one or more District facilities during regularly scheduled hours. The Executive Director or designee will decide if conditions warrant closure and will determine the duration of closure. All emergency closures will be announced promptly to staff, the public and local media, and posted on the District's website.

In the event of a closure of District facilities during normal operating hours, exempt and non-exempt classified staff and exempt unclassified management staff members will be compensated at their normal rate of pay for time scheduled. Administration will instruct staff as to the appropriate way to record closure time.

Hourly staff working at the time of an announced closure will be compensated at their normal rate of pay for time scheduled that day. Hourly staff not working at the time of an announced closure will not be paid.

Approved March 14, 2011

Revision to hours of operation approved on January 11, 2016

3.9 Naming Opportunities

It is the policy of the Library District from time to time to recognize the generosity of an individual(s) and/or Corporation(s), foundation and/or other donor(s) by choosing to create a specific naming designation for a library program, collection, facility or portion of a facility that is in conformity with the nature and mission of the Library District.

The Board of Trustees of the Poudre River Public Library District has the sole right to name or rename library programs, collections or facilities. While the Board is grateful for and encourages monetary donations from all individuals, businesses and organizations, the Board has the right to decline any gift to the Library and/or reject naming proposals.

- A. Meeting rooms, reading lounges, special use areas, equipment, gardens, walkways and other interior and exterior spaces may be named or renamed by the Board to recognize a donor. Appropriate contributions for such naming opportunities will be at the discretion of the board of Trustees and will be determined by square footage cost, actual cost of equipment, on-going operating cost, etc, depending on the specific area or item.