

Randall Library Hours and Closing Policy

The Library is scheduled to be open the following hours:

- Tuesday through Thursday from 9 am until 8 pm
- Friday from 9am until 2pm
- Saturday from 9 am until 5 pm

The Library will be closed Saturdays during the summer months between July 4 and Labor Day.

For the safety and well-being of the staff, the Library may remain open only if two staff members are in the building. The library director is authorized by the Board of Trustees to close the library when conditions warrant; for example, lack of staff due to illness or emergency or vacation, hazardous weather, lack of heat in the building, and to adjust holiday, closing, and work schedules consistent with town by-laws and the needs of the Library.

During inclement weather, the Randall Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and staff. However, inclement weather can cause transportation problems and hazardous conditions. When weather becomes a risk to the health and/or safety of the public and/or Library staff, the Library will close, delay opening, or close ahead of schedule.

The decision to close or postpone the opening of the Library due to inclement weather is reached with consideration of the Library Director, Highway Superintendent, and/or Town Administrator and is at the discretion of the Library Director.

If the Library remains closed for an entire day because of an emergency situation, all staff scheduled to work that day will be paid for the number of hours they were scheduled to work. If an emergency closing occurs during hours the Library is open, employees will be paid for any remaining hours scheduled. If the Library opens late due to an emergency situation, scheduled staff who report to work will receive credit for regular scheduled hours for that day. Scheduled staff who do not report to work will not be compensated for any scheduled hours that day. When the Library has decided to open, but extreme weather conditions make it impossible for an employee to arrive at the regular time, reasonable allowances for lateness will be made. If the employee cannot report for work within a reasonable time, he/she can utilize vacation or personal leave equal to their regular work schedule for that day.

The following holidays are observed by the Randall Library

- New Year's Day
- Martin Luther King Day
- Washington's Birthday
- Patriot's Day
- Memorial Day

- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving
- Christmas

When a holiday falls on a Monday, since the Library is not open, the previous Saturday the Library will be closed unless the holiday occurs in the summer when the Library is closed on Saturdays. In this case, the Library will follow the guidelines stated in the [Randall Library Holiday Staff Time-Off Policy](#).