



Inclement Weather Policy

A. Purpose

In order to fulfill its mission of public service, the Jeffersonville Township Public Library will make every responsible effort to open to the public as scheduled, consistent with safe access for the public and staff.

B. Policy

1. The decision to close, open late, or close early due to inclement weather will be made by the Director. If the Director is unreachable, the decision will be made by the Administrative Planning Team.
2. The Indiana Department of Homeland Security's Travel Advisory Map will guide this decision. If Clark County is marked "red," the highest level of travel advisory, the Library will be closed.
3. If Clark County is marked "orange," the second-highest level of travel advisory, the decision will be left to the discretion of the Director, or if the Director is unreachable, the Administrative Planning Team.
4. The Library will close due to other emergency conditions such as loss of power (after 30 minutes without power), problems with heating and/or air-conditioning systems (if temperatures reach 82 degrees or drop below 60 degrees), bomb threat, loss of water, or catastrophic emergencies or natural disasters.
5. Decisions about closing will be communicated to the public as follows:
 - a. The library director will notify TV stations.
 - b. The Technology Services manager will post the closing on the library's website.
 - c. The Makerspace Training Librarian will update the library's voicemail.
 - d. The Marketing/Outreach Coordinator will post on social media.
6. Decisions about closing will be communicated to staff and the library Board of Trustees starting at 6:30 a.m. via the Phone Tree document located on the Google Drive.

Approved by the Jeffersonville
Township Public Library Board of
Trustees on April 15, 2025.