

No: OP1	Title: <i>Operational Days and Hours</i>
Type: Operational: Operations	Authority: CEO
Originated: 12-12-12	Review: Annually
Amended:	Previously: 01-07 11-06-10
Related Policies	<ul style="list-style-type: none"> • OE8: Holiday Wages
Associated Documents	<ul style="list-style-type: none"> •
Implementation Procedures	<ul style="list-style-type: none"> •

1. Hours of Operation:

1.1. Public Library services will be provided during the hours which best meet the needs of the Schreiber community;

1.2. Schreiber Public Library will be open thirty-six (36) hours per week;

1.3. The Library will be open and adequately staffed according to this schedule:

Closed	Sunday
Closed	Monday
10 a.m. to 5 p.m., 7 p.m. to 9 p.m.	Tuesday
10 a.m. to 5 p.m.	Wednesday
10 a.m. to 5 p.m., 7 p.m. to 9 p.m.	Thursday
10 a.m. to 5 p.m.	Friday
1 p.m. to 5 p.m.	Saturday

1.4. The schedule will be reviewed each year and may be revised depending on community needs and finances.

2. Holiday Closures:

2.1. Schreiber Public Library will be closed for the following holidays:

- New Year's Day;
- Family Day;
- Good Friday;
- Victoria Day;
- Canada Day;
- Civic Holiday;
- Labour Day;
- Thanksgiving Day;
- Christmas Day;
- Boxing Day.