

**IMAGINEIF LIBRARIES
POLICY 2002: HOURS OF SERVICE**

In accordance with the Montana State Library Public Library Standards, ImagineIF Libraries will be open a minimum of 50 hours per week. Hours of service are set by the Library Board of Trustees and are subject to change as finances, staffing and usage patterns require. Summer and holiday hours will be established to maximize staffing during periods of heavy and light library usage. Regular holiday schedules will be posted on the library's website.

The library will close on the holidays observed by Flathead County and at other times deemed necessary by the library director with the approval of the Library Board of Trustees. In the event that Christmas Day, New Year's Day, or Independence Day falls on a Saturday, the libraries will be closed on that Saturday and will be open on the Friday observed by Flathead County. Such closures will not result in additional paid holiday time for employees. Except in the case of emergencies, notice of any holiday or special closure will be posted in the library at least one week in advance and will be reported to the news media.

Revised: 10/12/86; 5/28/92; 5/27/93; 9/16/93; 8/24/95; 10/3/96; 12/3/98;
8/23/01; 12/4/08
Reaffirmed: 10/27/11; 9/26/12
Revised: 12/9/15

Terry Guidi, Chair
Library Board of Trustees