



EMERGENCY CLOSINGS POLICY

The James and Pauline Hackbarth Free Public Library of Maywood is a public service institution, and every effort is made to maintain regular hours for the public and staff, safety permitting.

In the event that conditions arise requiring a closing, early closing, or delayed opening of the Library building, the Library Director, following discussion with the Library Board President (or other Board representative if the President is not available), may close the library building to the public. The decision will take into account the actions of The Borough of Maywood, the Maywood School District, BCCLS, National or New Jersey weather service or emergency advisories, and safety concerns.

- The Library will be closed when weather conditions deteriorate to the point where emergency situations prevail.
- When vital equipment in the building fails (e.g., furnace malfunction, no water in the building, no electricity, etc.).
- Or if otherwise deemed necessary to ensure safety of either library staff or the public.

In the instance of adverse weather, the decision to close the Library will be based upon:

- General conditions of roads in the Maywood area.
- Condition of the Library's parking lot, walkways, and emergency exits.
- Availability of sufficient staff to open and operate the Library.
- Requests for closure by local, county or state law enforcement agencies.

Cancellation of Library Programs & Reservations:

- All scheduled library programs will be canceled in the event of a library building closing. Library staff will attempt to notify registered program participants whenever possible.
- All meeting room and study room reservations will be cancelled in the event of a library building closing. Library staff will attempt to notify reservation holders of closing when possible.

The public will be notified of closing or changes in hours of operation through a variety of means:

- Library website posting at: maywoodpubliclibrary.com
- Facebook and Instagram posting
- Library telephone outgoing message when possible
- BCCLS Emergency closing website: bccls.org

*Approved by the James and Pauline Hackbarth Free Public Library of Maywood Board of Trustees
March 18, 2026*