

Emergency Closing Policy

Rahway Public Library

The Rahway Public Library 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, may close the library building to the public. The decision will take into account the actions of the City of Rahway, Rahway Public Schools, National or New Jersey weather service or emergency advisories, and other safety concerns.

In the event that the temperature inside the library, in the majority staffed areas, reaches 80-degrees or falls below 65-degrees, and remains there for an hour, the library will close. Closure should be called on the hour or half hour with a minimum of 30-minutes notice to patrons in the building. As an example, if the temperature reaches 80-degrees at 1:55 PM and remains above 80-degrees until 2:55, the library will close at 3:30. Likewise, if at 2:20 PM the temperature reaches 80-degrees, and remains there until 3:20pm the library will close at 4:00 PM. Library staff will be paid for their scheduled hours during the event of an emergency closure.

Cancellation of Library Programs & Reservations

- All scheduled library programs will be canceled in the event of a library building closing.
- 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.

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

- Library website posting at: www.rahwaylibrary.org
- Facebook posting
- Library telephone outgoing message