

# Operating Hours Policy

## University Libraries

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### Operating Hours Policy

This policy establishes the normal operating hours of the Harriet K. Hutchens Library. It also establishes guidelines for deviation from the normal hours of operation to meet specific or unique situations.

#### *I. Normal Operating Hours*

The semester begins on the first day of class and ends on the last day of finals.

#### *II. Fall and Spring Semester*

The normal operating hours of the fall and spring semesters are as follows:

<u>Library Facility</u>		<u>Media Services</u>	
Mon.- Thurs.:	8:00am to 11:00pm	Mon.-Thurs:	8:00am to 9:00pm
Friday:	8:00am to 5:00pm	Friday:	8:00am to 5:00pm
Saturday:	9:00am to 5:00pm	Saturday:	1:00pm to 5:00pm
Sunday:	1:30pm to 5:00pm	Sunday:	8:30pm to 11:00pm
Sunday:	8:30pm to 11:00pm		

#### *III. January Term*

The normal operating hours of the January Term are as follows:

<u>Library Facility</u>		<u>Media Services</u>	
Mon.- Thurs.:	8:00am to 9:00pm	Mon.- Thurs.:	8:00am to 7:00pm
Friday	8:00am to 5:00pm	Friday	8:00am to 5:00pm
Saturday:	9:00 am to 5:00pm	Saturday:	Closed
Sunday:	1:30pm to 5:00pm	Sunday:	Closed

#### *IV. Summer Semester*

The normal operating hours of the summer semesters are as follows:

<u>Library Facility</u>		<u>Media Services</u>	
Mon.- Thurs.:	8:00am to 10:00pm	Mon.- Thurs.:	8:00am to 8:00pm
Friday:	8:00am to 5:00pm	Friday:	8:00am to 5:00pm
Saturday:	Closed	Saturday:	Closed
Sunday:	8:30pm to 11:00pm	Sunday:	Closed

#### *V. Between Semesters*

The time between semesters begins the day after the final day of final exams and ends the day classes begin the next semester. The normal operating hours between semesters are as follows:

##### Library Facility and Media Services

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Mon.- Fri.: 8:00am to 5:00pm

Sat. – Sun.: Closed

### ***VI. Deviations from Normal Operating Hours***

The Dean of the University Library will automatically adjust the library's normal hours of operation for designated events on the university calendar. The Dean of the University Library may adjust the library's hours of operation for certain events on the university calendar. The event and effect are described:

#### A. Convocation

The library will be open during all convocations. Special convocations fall under the guidelines of a special event.

#### B. Easter Weekend

The library will close on Saturday and Sunday of Easter weekend. Good Friday is designated as an SBU holiday; therefore, the library will be closed.

#### C. Energy Conservation

If the University Administration closes the University for energy conservation between Christmas and the New Year, the University Library will close, otherwise the Library will follow the "between semesters" hours of operation.

#### D. Faculty Workshop

The library staff and faculty will attend the faculty workshop at the times designated by the Provost's schedule. The library will close at the times when the staff and faculty are scheduled to attend sessions at the same time.

#### E. Fall Break

The Harriett K. Hutchens Library will close at 5:00pm on the day that the break begins. The operation hours for the weekdays of the break will be 8:00am to 5:00pm. The Harriett K. Hutchens Library will be closed the weekend of the break. Normal Fall hours will resume on the Monday after the break.

#### F. Holidays

The library will close on holidays designated as university-wide holidays. The holidays are established in the SBU Employee Handbook, policy number 06.04.02.01D. The library will close Saturday and Sunday of the Memorial Day and Labor Day holiday weekends.

#### G. Inclement Weather

The library will follow the established policy of the University Administration for closures during severe weather situations.

#### H. Security Breach

In the event of a security breach, the library may be closed at the discretion of the Dean of the University Library or a designated substitute, Director of Safety and Security, or the Office of Provost. The library will remain closed until the safety and security of the students, staff and faculty is restored.

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### I. Special Events

With the approval of the Office of the Provost or Office of the President, the Dean of the University Library may close the library for special university-wide events. Students, staff and faculty will be notified via e-mail. Temporary signage will be displayed at various locations within the Library prior to the event. Temporary signage will be displayed on the Library's front door during the event specifying the time the Library will reopen.

### J. Special Academic Needs

At the discretion of the Dean of the University Library, the library hours may be extended to meet special academic needs. For academic units, the department chair must submit a written request approved by the college dean. For non-academic units, the department head must submit a written request.

### K. Spring Vacation

The library will operate on the "between semester" hours of operation during the week of spring vacation. The library will close Saturday and Sunday before and after the week of spring vacation.

### L. Thanksgiving Break

The library will operate on the "between semesters" hours of operation during the week of Thanksgiving break. The library will close Saturday and Sunday before and after Thanksgiving break.