

	THE CORPORATION OF THE COUNTY OF LAMBTON LAMBTON COUNTY LIBRARY POLICY MANUAL			
	Subject:	Branch Closures Policy	Section H01	Index #01
	Effective Date:	June 1, 2020	Approved By: Lambton County Council	
	Revision Date:	January 1, 2020		
	Drafted on:	January 1, 2020		

PURPOSE

The purpose of this policy is to provide guidelines surrounding the permanent or temporary closure of a Lambton County Library (the Library) facility, whether permanently or temporarily.

POLICY

Lambton County Library acknowledges that circumstances may arise which require the permanent or temporary closure of a library facility. The Branch Closures Policy outlines potential situations that occur which may cause a closure, and the process to be followed when undertaking a building closure. This policy pertains to all library facilities where library staff members are employed. In its decision making processes, Lambton County Library will adhere to The Corporation of the County of Lambton Building Closure Policy (H01.03).

RESPONSIBILITY

The responsibility for the implementation of this policy lies with the Manager, Library Services and the General Manager, Cultural Services.

DEFINITIONS

"Upper-Tier" is the County government itself, The Corporation of the County of Lambton.

"Lower-Tier" are any of the eleven local municipalities within the County of Lambton which includes the Municipality of Brooke-Alvinston, the Township of Dawn-Euphemia, the Township of Enniskillen, the Municipality of Lambton Shores, the Village of Oil Springs, the Town of Petrolia, the Town of Plympton-Wyoming, the Village of Point

Edward, the City of Sarnia, the Township of St. Clair, and the Township of Warwick.

"Ratepayers" are any persons who contribute to and/or benefit from the facilities and services funded by tax property contributions.

"Temporary Closures" are unexpected closures of a library facility due to emergency or unforeseen circumstances.

REGULATIONS

1. The Public Libraries Act, 1984 (c. 57, s. 21) states "...shall operate a branch library in each local municipality ... where County Council and the Council of the municipality concerned agree otherwise..."

2. Permanent Library Closures

2.1. Circumstances may require the permanent closing of a library facility.

Circumstances include but are not limited to:

- 2.1.1. Building condition;
- 2.1.2. Inactive use;
- 2.1.3. Change in community demographics;
- 2.1.4. Governance boundary changes.

2.2. Both the lower-tier and upper-tier municipality must be in agreement to permanently close a Library facility. Otherwise, unless requested by law, the Library shall remain open pending further discussions and negotiations between the local municipality and the County of Lambton.

2.3. Recommendations to permanently close a library must be presented to upper- and lower-tier governments for their consideration.

2.4. Lambton County Library will provide statistical data to allow for informed decision making in both upper and lower-tier governments.

2.5. The Corporation of the County of Lambton will work in conjunction with any impacted lower-tier municipality to communicate the permanent closure to ratepayers.

3. Temporary Library Closures

3.1. Circumstances may require the temporary closure of a library branch or mobile library services.

3.2. Circumstances causing a suspension of service could include:

- 3.2.1. Inclement weather;
- 3.2.2. Disaster;
- 3.2.3. Building renovation;
- 3.2.4. Health and safety concerns;
- 3.2.5. Maintenance;
- 3.2.6. Staff shortages.

3.3. Staff members are to assume facilities will remain open unless otherwise directed by their immediate Supervisor or designate.

- 3.4. If a determination is made to close a facility, the Manager, Library Services (or designate) will contact the impacted Supervisors who will oversee staff notification.
- 3.5. Building closures are conducted in accordance with The Corporation of the County of Lambton Building Closure Policy (H01.03).
- 3.6. The Corporation of the County of Lambton will undertake to communicate the temporary closure to library patrons.
- 3.7. The Corporation of the County of Lambton and the Manager, Library Services will take the appropriate steps to re-open the Library when a temporary closure is deemed complete.

ASSOCIATED DOCUMENTS

The Corporation of the County of Lambton Building Closure Policy (H01.03)

POLICY HISTORY

REVISION	DATE	PREPARED BY
Reviewed/Revised	January 1, 2020	Manager, Library Services
Created	September 14, 1989	Chief Librarian