

	THE CORPORATION OF THE COUNTY OF LAMBTON LAMBTON COUNTY LIBRARY POLICY MANUAL			
	Subject:	Branch Hours of Operation Policy	Section R05	Index #01
	Effective Date:	September 5, 2020	Approved By: Lambton County Council	
	Revision Date:	January 2, 2020		
	Drafted on:	January 2, 2020		

PURPOSE

The purpose of this policy is to establish how Lambton County Library (the Library) will determine its hours of operation for both library services and its facilities.

POLICY

Lambton County Library will follow, wherever possible and within available resources, the established guidelines set forth by the Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO) when establishing hours of operation.

When determining hours of operation, Lambton County Library will also examine data gathered from its Integrated Library System (ILS) and Statistics Canada, program participation statistics and feedback gathered from community needs analyses.

Library hours of operation will respond to the needs of the community. As a result, libraries may be open at any time throughout the week, including evenings and weekends.

Lambton County Library will review its hours of operation once per term of Council and will present any changes for consideration to Lambton County Council.

RESPONSIBILITY

The responsibility for the implementation of this policy lies with the Manager, Library Services. This authority may be delegated to staff members in the Libraries Department.

REGULATIONS

1.1. General Principles

- 1.1.1. Lambton County Library will undertake a community needs analysis every four years to gather community feedback concerning hours of operation.
- 1.1.2. A minimum of three months' notice will be provided to Library patrons and staff when library hours will be adjusted.
- 1.1.3. Lambton County Library will communicate the change in hours of operation to the lower-tier municipalities by direct correspondence.
- 1.1.4. Lambton County Library will communicate the change in hours of operation to the public through the local media and electronic communication tools.
- 1.1.5. Lambton County Library will determine the hours of opening using criteria established by ARUPLO.
- 1.1.6. In the event of provincial direction, municipal restructuring, or other unanticipated developments, Lambton County Library reserves the right to make changes to hours of operation in response to those developments.

1.2. Library Categorization and Criteria

- 1.2.1. Each Library will be categorized using the Guidelines set forth by ARUPLO and also informed by data including: annual circulation, hours of operation, checkout transactions, population served, number of active library cardholders, and program delivery hours.
- 1.2.2. Each Library's categorization will determine the number of weekly hours it will be open to serve the public.
- 1.2.3. The Library hours of operation will be determined by the following factors:
 - 1.2.3.1. Circulation statistics;
 - 1.2.3.2. Program attendance;
 - 1.2.3.3. Public computer use;
 - 1.2.3.4. Wi-fi users and visits;
 - 1.2.3.5. Integrated Library System (ILS) transactions;
 - 1.2.3.6. Time of day data for ILS transactions;
 - 1.2.3.7. Number of libraries in the lower-tier municipality;
 - 1.2.3.8. Distance to the next closest Lambton County Library location;
 - 1.2.3.9. Population data from Statistics Canada;
 - 1.2.3.10. Results from the most recent community needs analysis;
 - 1.2.3.11. Number of active library card holders;
 - 1.2.3.12. Hours of operation at neighbouring libraries within each lower-tier municipality.

ASSOCIATED DOCUMENTS

Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO) Guidelines for Rural/Urban Public Library Systems
Lambton County Library Branch Closure Policy
Lambton County Library Data Collection Policy

Lambton County Library Planning Policy
Ontario Public Libraries Act
Ontario Public Library Guidelines
Reorganization 2017 Summary

POLICY HISTORY

REVISION	DATE	PREPARED BY
Revised	January 1, 2020	Manager, Library Services
Revised	July 1, 2001	Chief Librarian
Created	July 20, 1994	Chief Librarian