

Topic: Collection & Development Management - Circulation

3.2 Hours of Service

Board Motion Number: **24.039**
Date of Original Board Motion Number: **November 19, 2007**
Date of Current Issue: **April 23, 2024**
Date of Next Review: **2028**
Attachments:

Signature of Board Chairperson (and Date):

Policies

The North Kawartha Public Library will ensure the provision of Library services during the hours which best meet the needs of the community.

Procedures

1. The Library will be open during the following hours:

Main Library:

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| Tuesday | 9:30am to 5:00pm |
| Wednesday | 9:30am to 5:00pm |
| Thursday | 9:30am to 5:00pm |
| Friday | 9:30am to 5:00pm |
| Saturday | 9:00am to 2:00pm |

Woodview Branch Library:

| | |
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| Tuesday | 10:00am to 2:00pm |
| Thursday | 10:00am to 2:00pm |
| Saturday | 10:00am to 2:00pm |

2. The Library hours will be reviewed and revised depending on community needs and finances.

3. The Library will be closed on Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Ontario Civic Holiday, Labour Day, Thanksgiving Monday, Remembrance Day, Christmas Day, Boxing Day and New Year's Day.
4. To ensure wide notification of Library hours, the information will be posted on the website, on the doors of the Library and on the Library signs outside both branches.
5. The CEO/Librarian will be responsible for ensuring adequate staffing during open hours.