

Cannell Library - Clark College
Procedures for Inclement Weather on Weekends
Approved: January 2000

In the event of snow, ice, or other inclement weather on weekends, the Cannell Library personnel scheduled to be at work during library open hours will strive to follow the campus administrative decision regarding opening. The campus administration will take the following steps:

On Fridays, if weather or other conditions so warrant, the President and Vice Presidents of Instruction, Administrative Services and Student Affairs will confer no later than 2:00 PM to determine whether Saturday classes will be canceled, or if College operations will be suspended (the campus closed). As soon as possible thereafter, if it is decided to cancel Saturday classes or suspend College operations, the message will be communicated to the Portland Information Network, the campus switchboard, Clark College web page, and sent out by e-mail on campus.

The Vice President of Instruction or designee will contact the instructional divisions. If Friday conditions do not justify a Saturday cancellation or suspension decision, but concern exists about weekend conditions, the Vice President of Instruction (and/or the Library Director, in the case of the Library) makes the decision to close the Library on the weekend. If the Vice President of Instruction and Library Director are unavailable, the Circulation Supervisor consults with campus Security to reach a decision regarding weekend closure of the Library.

This person, making the decision, is also responsible to ensure that provisions are made to contact the Portland Information Network, place a message on the switchboard, and contact Security to post a sign on the Library door if necessary.

The Library is closed when the College has suspended operation. If classes are delayed or canceled, the Library will open subject to minimum staffing (indicated below). A minimum of Library staff must be present during Library open hours because of complexity of services and security. Minimum staff is as follows:

- One Circulation classified staff and one Circulation student staff must be available,**
- OR Two classified staff (one from Circulation) must be available,**
- OR One Circulation classified staff and the Library Director must be available.**

Library classified staff assigned to work weekends receive a list of names/telephone numbers for student weekend staff. If the Circulation Supervisor is unavailable, the staff person on duty calls student workers to determine if they are able to report to work in case of inclement weather.

Librarians scheduled to work on weekends will not report to work if classes are canceled. They will contact Security and Circulation staff if there are reasonable doubts about library opening or their transportation.

Staff for the Library Computer Lab will contact Security in case of questions or about library weekend closures during inclement weather. They will inform library staff of decisions regarding attendance for weekend hours and may elect to provide library staff with phone numbers if they wish to be contacted with information.