

Academic Library Services Procedure Manual

200.60

Subject: Building closing

Title: Adverse Weather and Emergency Event

Administrative Procedure – Date Issued by Administration: September 1994

Director: Kenneth Marks

Date Revised: August 9, 2017; February 6, 2020

This procedure covers the changes to the normal operating hours of Joyner Library (which includes the Music Library) during periods of Condition 1 (Reduced Operations) for adverse weather or emergency event.

Nothing in this procedure shall supersede the Office of State Human Resources' University Adverse Weather and Emergency Event Policy for the UNC System or [ECU's REG06.45.02 Adverse Weather and Emergency Event Regulation](#)

Joyner Library will close during all periods of Condition 2 (Suspended Operations) or Condition 3 (Closure). In consultation with University officials, Joyner Library may adjust operating hours for the safety of patrons, employees, collections, and the facility.

Once there is a decision to close or delay opening the library during Condition 1, the Director of the Library (or Director's delegate) will:

- 1) Send an email with the adjusted operating hours to ALS personnel and building occupants, as well as to ECU ANNOUNCE.
 - a) Circulation will change the library hours phone message and post adjusted operating hours on the Joyner Library hours' marquee signs (if staff are on site).
 - b) Music Library staff will post adjusted operating on the Music Library entrance doors (if staff are on site).
- 2) Contact the Application and Discovery Services department and the Assistant Director of Assessment and Engagement to post adverse weather hours on the main Joyner Library and Music Library Web pages and social media outlets.
- 3) Call the Lead Security Officer so guards scheduled to report will be notified of any changes.

In addition to library personnel, building occupants include staff in:

- Housekeeping
- Pirate CAVE Math 1065 Lab
- Office for Faculty Excellence
- Pirate Techs
- Project STEPP
- Starbucks
- University Writing Program

Library personnel and all occupants of Joyner Library should monitor local television news and the ECU Alert Website [<http://www.ecu.edu/alert>] for information regarding University hours during adverse weather. Library personnel are encouraged to sign up for phone text emergency messages on the ECU Alert Web site. Personnel should also call the library hours phone recording [252-328-4285] for adverse weather library hours.