

Harvin Clarendon County Library Inclement Weather Closing Policy

It is the Library's policy to follow the county procedures and closings as much as possible. Therefore, direction will be taken from the County Emergency Operations Center and/or the County Administrator. The Director will be informed of emergency situations via e-mail, fax, telephone, or county social media accounts. The Director will also make decisions using information from the National Weather Service and/or local media outlets. If the Director is unavailable, a senior staff member/librarian will make the determination of any action to take. If an incident occurs during non-operating hours, individual staff has the responsibility to stay tuned to television (particularly WIS out of Columbia), and/or Internet sites and local newspapers to determine the library's status. Staff should make every effort to come in at the time indicated by the county. If this is an impossibility due to the staff member's localized conditions, that person is expected to call the library and/or Library Director as soon as possible.

To be consistent in what we tell the public and the media about disasters or threats, it is important to have one primary spokesperson. That person is the Board Chair or Library Director.

Notice of library closures due to inclement weather or emergencies will given to all Library Board members, the County Administrator, the Manning Times, the Sumter Item, WIS TV in Columbia, any library social media accounts.

Approved by Library Board 1/25/2016