Subject: Building closing

Title: Adverse Weather and Emergency Event

Operational Procedure - Date Adopted by the Library Services Faculty:

Administrative Procedure – Date Issued by Administration: September 1994

Director: Kenneth Marks

Date Revised: August 9, 2017

This procedure covers the changes to the normal operating hours of Joyner Library (which includes the Music Library) for adverse weather or emergency event. Nothing in the 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 if the Chancellor (or the Chancellor’s delegate) closes the University.

Once there is an announcement that the University is closed, or a decision to close or delay opening the library is made, the Director of the Library (or Director’s delegate) will:

1. Send an email with the adverse weather hours to ALS personnel and building occupants.
2. Call the Lead Security Officer so all the guards will be notified.
3. Call Circulation to change the library hours phone message and post adverse weather hours on the Joyner Library entrance doors (if staff are on site).
4. Circulation will call the Music Library staff to post adverse weather hours on the Music Library entrance doors (if staff are on site)
5. The Director of the Library (or Director’s delegate) will 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.
6. The Director of the Library (or Director’s delegate) will send an email with the adverse weather hours to ECU Announce.

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

College of Fine Arts and Communication
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.