



## 812 Hours of Service

812.1 A critical component of library service is the hours that the building is open to the public. Generally, library hours and the annual calendar will be set to maximize access to the public at the times most convenient to them and within the resources available. When the Library is open all basic services will be available.

812.2 Library hours are reviewed annually and a calendar approved. Exceptions to hours changes, other than those noted, must be approved on a case-by-case basis. The Director may close the Library for weather or facility related emergencies. The Director may open the lobby and/or meeting rooms to accommodate large community events.

812.3 Regular library hours are:

Monday through Thursday: 10:00 a.m. – 9:00 p.m.

Friday: 10:00 a.m. – 8:00 p.m.

Saturday: 10:00 a.m. – 6:00 p.m.

Sunday: 12:00 p.m. – 5:00 p.m.

### 812.4 Current Approved Exceptions to Stated Hours

812.41 Close at 5:00 p.m. on Thanksgiving Eve, and New Year's Eve.

812.42 Close at 4:00 p.m. on Christmas Eve

812.43 Closed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day.

812.44 Close at 6:00 p.m. on Martin Luther King Day, Juneteenth, and Veteran's Day, and any other day the Library is open on a designated City holiday.

812.45 Close an extra day near Christmas if it makes calendar sense to declare a fixed day for the "floating" day allowed in the AFSCME contract (see Article IX, Section 2).

812.46 Close one day per calendar year for in-service training at staff request.

812.47 Extend hours on a case-by-case basis to participate in major downtown community events.

### 812.5 Bookmobile

812.51 The bookmobile will operate on a schedule set by the Library Director and posted at least tri-annually.

812.52 The bookmobile will not operate on any Library designated holiday, Thanksgiving Eve, Christmas Eve, New Year's Eve, or any day the downtown building is closed.

812.53 The bookmobile will not operate on days when inclement weather would result in hazardous driving or service conditions, including any day the Iowa City Community School District cancels classes due to weather.

812.54 The Library Director may cancel bookmobile service for emergencies.

## 812.6 History of Hours of Service

- A. Closed 9:00 -10:00 a.m. since 1960s.
- B. Closed Friday evenings about 1970-72.
- C. Sunday hours started 1970-72 (dropped FY79, FY81, FY82) (1:00 p.m. -5:00 p.m. through FY80, 12:00 p.m. -4:00 p.m. through FY97), 1:00 p.m. - 5:00 p.m. until September 2006, then 1:00 p.m. - 6:00 p.m., changed to 12:00 p.m. – 5:00 p.m., May 2007).
- D. Closed Thursday mornings - December 1981 - June 1982.
- E. Closed on minor holidays - 1970-72, FY87, FY92 (Veteran's Day, day after Thanksgiving, President's Day).
- F. Closed Thursday evening, all day Friday, March 7, 1987 - June 1, 1988.
- G. Reopened Thursday evening, all day Friday, June 2, 1988.
- H. Closed Wednesday and Friday mornings, Thursday evenings, July 1, 1991.
- I. Reopened Wednesday and Friday mornings and Thursday evenings; reopened on four minor holidays (Veteran's Day, day after Thanksgiving, Martin Luther King Day, President's Day). Begin Sunday service on day after Labor Day instead of First Sunday in October, July 1, 1992.
- J. Funded in FY97 for Sundays before Memorial and Labor Day, Easter Sunday, and two Sundays in June. Six additional Sundays added in FY98 provides Sunday service through July, reopening after Labor Day.
- K. Open Sundays all year starting in FY99.
- L. Added 6:00 p.m. – 8:00 p.m. on Friday evenings beginning May 19, 2006 and 5:00 p.m. – 6:00 p.m. on Sunday, September 10, 2006.
- M. Changed Sunday hours from 1:00 p.m. – 6:00 p.m. to 12:00 p.m. – 5:00 p.m. on May 6, 2007.
- N. Bookmobile added June, 2017.
- O. Adopted Juneteenth (June 19<sup>th</sup>) as a holiday, setting hours 10:00 a.m. – 6 p.m. President's Day no longer observed, February, 2021.

Adopted: 5/26/88  
Revised: 7/25/91  
Adopted 1/28/93  
Revised: 2/27/97  
Revised: 2/25/99  
Revised: 2/28/02  
Revised: 3/24/05  
Revised: 2/23/06  
Revised 2/22/07  
Revised: 2/24/11  
Reviewed: 2/27/14  
Revised: 2/23/17  
Revised: 3/22/18  
Revised: 2/25/21