

The University of North Carolina at Asheville

Ramsey Library

PROCEDURES FOR RESPONDING TO WINTER STORM CONDITIONS

Introduction

When the Asheville area is affected by winter weather conditions, it is frequently necessary to make a decision as to whether to close the library early, delay opening, or forgo opening altogether. In this situation, as in all others, the primary and driving criteria is concern for the safety and well-being of people – our patrons as well as library staff and our student workers. Nothing in this or other Ramsey Library policies and procedures should ever be interpreted to place other operating decisions above this principle.

Decision Model

Monday through Friday, in session -- On week days, when classes are in session, the library will take its cue from the University's decision announced on local television and radio stations as well as on the campus "snow line" (259-3050) and the University Web page. **IN NO CASE SHOULD LIBRARY STAFF ATTEMPT TO COME TO WORK IF THEY FEEL CONDITIONS ARE UNSAFE, REGARDLESS OF THE UNIVERSITY OR LIBRARY SCHEDULE.**

Hazardous Weather Before 8 AM -- In the event that hazardous conditions exist prior to 8 AM, there are three possibilities:

1. If University classes meet on their normal schedule, the library will operate on its normal schedule.
2. If University classes are to meet on the "delayed start" schedule, the library will open at 9 AM, if appropriate staff are available.
3. If University day classes have been cancelled, the library will open when and if the appropriate personnel are available in the library. Operating hours will be adjusted considering conditions and the availability of personnel.

Hazardous Weather Developing After 8 AM --In the event that hazardous conditions develop after 8 AM, the Associate University Librarian for Public Services will determine the appropriate hours the library will remain open based upon then current and projected conditions, the availability of personnel, and consultation with those personnel. This decision will be made and communicated at the earliest feasible time. **IN NO CASE SHOULD LIBRARY STAFF STAY AT WORK LONGER THAN HE OR SHE FEELS PRUDENT.** Personal safety is more important than our being open.

The following steps shall be Procedures for early closings due to inclement weather:

1. Notify the University Librarian (w: 251-6545; h: 251-0482).
2. Notify Library departments.
3. Post notification to UNCA faculty (faculty@unca.edu) and staff (staff@unca.edu) lists.
4. Closing information will be posted on the library doors and an announcement made over the public address system.
5. Notify the Asheville Graduate Center (251-6099).
6. Notify Public Safety, 251-6710.
7. Update Ramsey Library hours information phone line (251-6546).
8. Notify Merianne Epstein (w: 251-6676; h: 254-3516) for Snowline inclusion.

Weekends or Anytime UNCA Classes Are Not Meeting – At times when UNCA classes are NOT scheduled to meet (e.g., Friday evenings, weekends, spring break, or prior to the beginning of the spring semester) there will be no guidance or announcements from the University. Staff and STUDENT WORKERS are encouraged to check the library's hours information number for opening information (251-6546).

Hazardous Weather Before Scheduled Opening -- In the event that hazardous conditions exist prior to the scheduled opening:

The Associate University Librarian will determine whether and when the library will open after considering the conditions and forecast, and after consulting with opening staff on weekends or holidays and the University Librarian, when feasible. Once the library hours have been determined, the following steps will be taken:

1. If not previously consulted, notify the University Librarian (w: 251-6545; h: 251-0482).
2. Notify staff working that day.
3. Post notification to UNCA faculty (faculty@unca.edu) and staff (staff@unca.edu) lists.
4. Notify the Asheville Graduate Center (251-6099) if they are in session.
5. Notify Public Safety, 251-6710.
6. Update Ramsey Library hours information phone line (251-6546).

Hazardous Weather Developing After Scheduled Opening – In the event hazardous conditions develop after the library has opened:

The Associate University Librarian will determine whether and when the library will close earlier than scheduled after considering the conditions and forecast, and after consulting with working staff on weekends or holidays and the University

Librarian, when feasible. Once the library hours have been determined, the following steps will be taken:

1. If not previously consulted, notify the University Librarian (w: 251-6545; h: 251-0482).
2. If it is a normal workday, notify Library departments,
3. Post notification to UNCA faculty (faculty@unca.edu) and staff (staff@unca.edu) lists.
4. Closing information will be posted on the library doors and an announcement made over the public address system.
5. Notify the Asheville Graduate Center if they are in session (251-6099).
6. Notify Public Safety, 251-6710.
7. Update Ramsey Library hours information phone line (251-6546).