



Policy Type: **Facilities**  
Policy Title: **Hours of Service**  
Policy Number: **FAC 01**

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### **Intent**

The *Public Libraries Act, R.S.O. 1990, Chapter P 44, section 20(a)*, states that a library board shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs.

### **Objective**

Within its financial ability, the Board will provide Library services during the hours which best meet the needs of the residents of Brock Township.

### **Hours of Service**

Beaverton Branch Library (minimum of 33 hours per week)

Tuesday: 10:00 a.m. – 7:30 p.m.  
Wednesday: 2:00 p.m. – 5:00 p.m.  
Thursday: 10:00 a.m. – 7:30 p.m.  
Friday: 10:00 a.m. – 4:00 p.m.  
Saturday: 10:00 a.m. – 3:00 p.m.

Timothy Findley Memorial Branch Library (minimum of 25 hours per week)

Tuesday: 2:00 p.m. – 7:30 p.m.  
Wednesday: 10:00 a.m. – 3:00 p.m.  
Thursday: 10:00 a.m. – 3:00 p.m.  
Friday: 2:00 p.m. - 7:30 p.m.  
Saturday: 10:00 a.m. – 2:00 p.m.

Sunderland Branch Library (minimum of 19 hours per week)

Tuesday: 3:00-8:00 p.m.  
Wednesday: 3:00-8:00 p.m.  
Thursday: 3:00-8:00 p.m.  
Saturday: 10:00 a.m. – 2:00 p.m.

1. The Library hours of service at each branch will be reviewed annually and may be revised by Board motion depending on community needs and Board finances.
2. The Library will be closed on all public holidays as outlined in the *Employment Standards Act of Ontario*, and for additional statutory holidays and closure weeks, as outlined in the current Collective Agreement. Advanced notice will be given for closure times.
3. Information regarding hours of services will be:
  - a. Posted on the library website
  - b. Posted on the doors of all three branch libraries
  - c. Available in print via book marks, brochures and other appropriate publications
4. The CEO, or designate, will be responsible for ensuring adequate staffing during open hours.

#### History

Motion #	Date	Action
2013-05-10	May 14, 2013	Amended
2015-05-09	2015-05-12	Amended
2016-02-11	February 9, 2016	Amended