

## San Francisco Public Library Commission Policy Manual

### **Holiday Closure Policy**

**Policy #205**

#### **Section: Library Services**

**Adopted: Nov. '85**

**Revised: Feb. 03**

It is the policy of the San Francisco Public Library Commission that all libraries shall be closed on all days declared to be holidays by the city as set forth in the annual salary standardization ordinance.

Additional closing will be as follows:

The entire library system at 5pm on the eve of the Thanksgiving, Christmas, and New Year's holidays; when Christmas Eve falls on Sunday, the entire library system will be closed;

The Chinatown Branch on Chinese New Year's Eve;

The Main Library when it is anticipated that congestion in the Civic Center area will make opening the Main Library ineffective.

If a major holiday occurs on a Saturday or Sunday, the City Librarian is authorized to close the library on the actual day of the holiday. The holiday may be "observed" on the Friday or Monday nearest the holiday. The Saturday or Sunday is then a "closed" day.