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## Smiths Falls Public Library



Policy Type: **Operational**

Policy Number: **OP-18**

Policy Title: **Hours of Service**

Policy Approval Date:

April 12, 2022

Last Review Date:

March 24, 2026

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The hours of service at the Smiths Falls Public Library are as follows:

- Monday: 10 am to 5 pm
- Tuesday: 10 am to 5 pm
- Wednesday: 12 pm to 7 pm
- Thursday: 12 pm to 7 pm
- Friday: 10 am to 5 pm
- Saturday: 10 am to 5 pm

The following services will be cease to operate starting fifteen minutes prior to closing time:

- The use of public computers
- Photocopying, printing, and scanning services

Staff will start informing customers that the library will be closing fifteen minutes prior to closing time. Staff will remind customers that the library is closing very soon five minutes prior to closing. Staff may start turning off lights two minutes prior to closing time. All customers are expected to be at a building exit one minute prior to closing time.

The Smiths Falls Public Library will be closed on the following statutory holidays:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday

- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

Special hours will be in effect on Christmas Eve and New Year's Eve.

When any of the above statutory holidays fall on a Saturday, the library will be closed on the actual holiday as well as the preceding Friday. When any of the above statutory holidays fall on a Sunday, the library will be closed on the following Monday.

With advance notice provided to the public the Smiths Falls Public Library may also be closed for one or two days per year for staff development activities.