



## BRACEBRIDGE LIBRARY POLICIES AND PROCEDURES

Policy Number: OP-01  
Title: Hours of Operation  
Board Approval Date: January 2025

Category: Operational  
Policy Replacing: OP-01: Hours of Operation (2022)  
Year of next review: 2026

### PURPOSE:

The Bracebridge Library endeavors to provide access to our collection and services during hours that will be accessible and convenient to the members of the community, based on statistical circulation reports, public feedback and operational funding.

### POLICY STATEMENT:

The current hours of operation are:

**WINTER** (Starting after the Labour Day weekend, through to the weekend before Mother's Day)

Monday	9am – 6pm
Tuesday	9am – 8pm
Wednesday	9am – 8pm
Thursday	9am – 8pm
Friday	9am – 6pm
Saturday	9am – 4pm
Sunday	12pm – 4pm

**SUMMER** (Starting the week before Mother's Day, through to the weekend of Labour Day)

Monday	9am – 6pm
Tuesday	9am – 8pm
Wednesday	9am – 8pm
Thursday	9am – 8pm
Friday	9am – 6pm
Saturday	9am – 4pm
Sunday	CLOSED

The Library closes for all statutory holidays and will be closed on Family Day, Christmas Eve, New Year's Eve, Easter long weekend and Thanksgiving long weekend.

The Library may also close, with notice, for staff meetings or staff professional development as deemed necessary by the Library CEO. The Library may also be subject to closing on short notice due to severe weather or facility issues. Notice will be posted as soon as possible in such cases.

The Library shall be open on its regularly scheduled days and hours as posted for the public. Notice of closing shall be posted for statutory holidays, and for any period of time that is deemed necessary by the Library Board or CEO.

PREVIOUS REVISIONS: OP-01: Hours of Operation (2022), Circulation #1 – Hours of Operation (2016), Hours of Operation (2007)

RELATED DOCUMENTS: