

Subject: Hours of Operation

Purpose:

To establish hours of operation and to set a holiday schedule.

Policy:

The Blacksburg Library and the Christiansburg Library hours of operation are:

Monday through Thursday	9:00 a.m. to 8:00 p.m.
Friday and Saturday	10:00 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to 5:00 p.m.*

The Meadowbrook Library (Shawsville) hours of operation are:

Monday through Thursday	10:00 a.m. to 8:00 p.m.
Friday and Saturday	10:00 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to 5:00 p.m.*

The Jessie Peterman Library (Floyd) hours of operation are:

Monday through Thursday	10:00 a.m. to 7:00 p.m.
Friday	10:00 a.m. to 5:00 p.m.
Saturday	10:00 a.m. to 3:00 p.m.
Sunday	1:00 p.m. to 5:00 p.m.*

*All libraries will be closed on Sundays from Memorial Day weekend through Labor Day weekend.

With two exceptions, the library will follow the official holiday schedule set by the Governor of the Commonwealth of Virginia and followed by Montgomery and Floyd counties and will be closed on the following holidays:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Thanksgiving Friday	Friday after Thanksgiving
Christmas Day	December 25

The Library will observe regular hours on the following official holidays:

Lee-Jackson Day	Friday before the Third Monday in January
Columbus Day	Second Monday in October

When Christmas Day falls on Friday, Saturday, Sunday, or Monday, the library will be closed on Saturday and Sunday. The library will also be closed on Easter Sunday and will close at 5:00 pm on the Wednesday before Thanksgiving and weekdays between Christmas and New Year's Day, but employees will earn no holiday leave. If extra holiday benefits are granted to employees by the State or by Montgomery or Floyd Counties, the Library Director will consult with the Library Board Chair to determine hours of library operation.

Attachment:

- Annual Holiday Schedule

References:

- County of Montgomery, Virginia--*Personnel Policies and Procedures Manual* 8.4 (Leave: Holiday Leave)

Approval:

Montgomery-Floyd Regional Library Board of Trustees

January 17, 2001; revised March 19, 2002; January 16, 2008; August 18, 2010; May 20, 2015; Floyd hours revised 7/1/15.

May 20, 2015

Date



Margaret Christle, Chair