

# **The Hang Seng University of Hong Kong Library**

## **Library Emergency Closing Policy**

This Policy aims to provide consistent guidance regarding emergency closing of the Library under special circumstances. While each situation is unique, and the decision to close, partially close of library facilities, or shorten operating hours may be made on a case-by-case basis. Any situation that is not specifically addressed in this policy will be handled at the discretion of the Library as appropriate.

## **Library Closure**

The Library will make every effort to maintain regular operating hours for the library users, safety permitting. However, at times, the Library may have to close, partially close or shorten hours based on one or more of the following:

- General conditions of roads due to severely adverse weather or social incidents;
- Hazardous travel conditions due to close of transportations;
- Building conditions and/or equipment failures have created an unsafe environment;
- General health, safety or other emergency conditions;
- Availability of sufficient manpower to operate the Library;
- Advice from Senior Management deemed necessary under special circumstances, etc.

In general, the Library will be closed if all classes are canceled during the semester.

## **Procedure**

In the event that any of the above conditions arise, the University Librarian, taking into consideration the advice of Library professionals, will make the decision to close, partially close of library facilities, or shorten operating hours depending on the situation.

The Library home page is the primary source of information during the closing of the Library. An alert will be posted on the Library website at “News and Event”. At the same time, the “Today’s Opening Hours” will be updated accordingly. If possible, announcement will be made at the entry to physical facilities of the Library.

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