

UT MARTIN: ACADEMIC AFFAIRS POLICY

SUBJECT: Inclement Weather Operating Schedule, Paul Meek Library

AUTHORITY: VCAA

EFFECTIVE: 4/7/2014

Purpose: To establish guidelines for determining the hours of operation for the Paul Meek Library when the University's main campus is officially closed for inclement weather.

1. **When Classes Are Not In Session:**

The Library will close with the rest of the campus.

2. **When Classes Are In Session:**

Essential Library services (Circulation, Media Center and Reference functions) will each be staffed by at least one person during the hours of 9 a.m.– 4 p.m. Monday through Friday; noon-5 p.m. on Saturday; and 2-6 p.m. on Sunday. If the closure falls within the time period when hours are modified prior to/during final examinations, service hours will be adjusted as noted below.

3. **During Modified Hours Prior to/During Final Examinations:**

Essential Library services (Circulation, Media Center and Reference functions) will each be staffed by at least one person during the operating hours posted by the Library for that time period.

Any variation to this schedule must be submitted by the Library Director to the Vice Chancellor for Academic Affairs/Provost for approval. Should the VCAA/Provost not be available for consultation or conditions warranting a closure require an immediate decision, authority will rest with the Director of the Library to make the decision to close.