Title: Library Hours Policy

Division/Department: Lenoir-Rhyne University Libraries, Rudisill Library

Related Policy(ies): Library Inclement Weather Policy

Purpose
To outline the process for determining library operating hours, in keeping with the LRU Academic Year calendar and holiday schedule

Policy
Library hours are posted on the Library’s web site, Rudisill Library Hours.

Library closing procedures begin 20 minutes prior to stated closing time. Some functions such as check-out of materials will not be available after closing procedures begin. The library reserves the right to close 15 minutes before posted closing time on the nights preceding resumption of classes and during Summer Session.

During times when the campus closes due to emergencies, the Library will also be closed, following the Inclement Weather Policy, Inclement Weather Policy.

Regular Semester Hours (period when regular fall and spring semester classes are in session, except for *first week of semester)

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8:00 a.m. – Midnight / 8:00 a.m. – 10:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>11:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>2:00 p.m. – Midnight</td>
</tr>
</tbody>
</table>

*First Week of Semester

Except as noted during the times below, the library will maintain these Regular Semester Hours on all days when regular classes are scheduled and on Reading Days. The library will not be open weekends immediately prior to the first official day of class, regardless of Orientation, Registration, or other related activities.

Summer Semester Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8:00 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Sunday</td>
<td>2:00 p.m. – 7:00 p.m.</td>
</tr>
</tbody>
</table>

Hours during Interim Session (periods between semesters) and

Hours of Break Days (days classes are not held):

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>9:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday and Sunday</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

Hours on Days Preceding Break Days (e.g., Fall, Thanksgiving, MLK Day, Spring, and Easter)

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturdays/Sundays immediately preceding Break:</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

8:00 a.m. – 5:00 p.m.
EXCEPTION: Preceding the MLK Day break:
Saturday: 11:00 a.m. – 5:00 p.m.
Sunday: CLOSED

Hours on Days Preceding Resumption of Classes after Break Days
If the day falls on a Monday - Thursday: 9:00 a.m. – 10:30 p.m.
If the day falls on a Sunday: 6:00 p.m. – 10:30 p.m. OR as posted
on the Library web site Rudisill Library Hours

Hours on Staff Holidays
Days designated as Staff Holidays on the University’s academic calendar (such as Thanksgiving, Christmas, or MLK Jr.): CLOSED.
When the Staff Holiday is the day preceding resumption of classes after break days: 6:00 p.m. - 10:30 p.m. OR as posted
on the Library web site Rudisill Library Hours

Hours on Days Preceding Staff Holidays
Frequently the Administration will close the campus in midafternoon on the last work day preceding Thanksgiving and Christmas breaks. To avoid the circumstance of closing earlier than posted hours, the Library may close at 3:00 p.m. on those days.

Hours during Exam Periods
Currently, LRU schedules exams on Thursday evening (5:00 p.m.-9:15 p.m.), Friday (8:00 a.m.-9:15 p.m.), Saturday (8:00 a.m.-9:15 p.m.), and Monday (8:00am-7:00pm). The library exam hours are:
Thursday 8:00 a.m. – Midnight
Friday: 7:45 a.m. – Midnight
Saturday: 7:45 a.m. – 9:30 p.m.
Sunday: 2:00 p.m. – Midnight
Monday: 7:45 a.m. – 7:15 p.m.

Library Closures for Campus and Library Activities
The Library will close as appropriate for campus-wide activities such as the Fall President’s Convocation, Awards and Honors Convocations, and other occasions. The Library will also close for staff retreats in the fall and the spring and for building maintenance as needed.

Procedure Required to Implement Policy
Annually, the library staff will review the upcoming LRU Academic Year calendar and holiday schedule and create the operating hours according to those and this policy. The library will post a day-by-day schedule, at least one month at a time, on its web site. The Library Dean will communicate this schedule to all offices within the facility.
Name and Title of Policy Author
Rita Dursi Johnson, Dean of University Library Services

Listing of Affected Individuals (as needed)

Reviewed by/Concurrence from
Larry M. Hall, University Provost

Signature of the Individual(s) Approving the Policy

____________________________________   ______________________
Approved By (signature)                           Approval Date

____________________________________   ______________________
Approved By (signature)                           Approval Date

Developed / Revised or Reviewed
September 2012 / December 2012 / August 2013 / June 2016 / July 2017