

## SUBJECT: HOURS OF LIBRARY OPERATION

## I. PURPOSE

User-oriented hours are a key element in guaranteeing public library accessibility. The Library shall strive to meet State standards for open public service hours set forth in *Serving Our Public: Standards for Illinois Public Libraries*.

## II. SCOPE

## A. Naperville Public Library

1. The Library Director shall prepare a schedule of proposed closings for each calendar year to be approved annually by the Library Board.
2. The Library shall provide Internet access to its website, bibliographic catalog, select online subscription databases, telephone renewal service and computer access to patron account information twenty-four (24) hours daily year-around.

B. Nichols, Naper Boulevard and 95<sup>th</sup> Street Libraries

1. Nichols Library, Naper Boulevard Library and 95<sup>th</sup> Street Library shall provide services to the public seventy two (72) hours weekly year-round, with the exception of weeks with holidays and scheduled or emergency closures, as follows:

9:00 a.m. to 9:00 p.m., Monday through Friday  
9:00 a.m. to 5:00 p.m., Saturday  
1:00 p.m. to 5:00 p.m., Sunday

In addition, the Nichols Library and the 95<sup>th</sup> Street Library will have additional Sunday evening hours (5:00 p.m. to 9:00 p.m.) from the first Sunday after Labor Day to the last Sunday before Memorial Day weekend, for a total of seventy-six (76) hours weekly during that time.

2. The 95<sup>th</sup> Street Library Meeting Rooms are available to the public from opening through ½ hour before closing based upon the schedule posted above. The completed application form and payment of prevailing fees must be submitted prior to room use. (See also Policy 320, Public Use of Meeting Rooms). Except on Sundays, Nichols Library Community Room and Naper Boulevard Program Room shall be available for public use from opening through ½ hour before closing based upon the schedule posted above and upon completion of same.