
Subject: Hours of Opening
Effective: July 1999
Revised: *September 2023*

1.0 PURPOSE

To provide standards for library open hours based on community needs, operational requirements and existing resources.

2.0 APPLICATION

This policy applies to public and public-school libraries within New Brunswick Public Library Service (NBPLS).

3.0 DEFINITIONS

Unless otherwise stated, *libraries* refer to public, public-school libraries and library resource centres.

4.0 LEGAL AUTHORITY

[New Brunswick Public Libraries Act](#)

5.0 GOALS / PRINCIPLES

To serve as many New Brunswickers as possible who have differing lifestyles and therefore varying opportunities to visit the library.

To offer equitable, responsive and sustainable open hours that meet the needs of New Brunswickers that are based on available resources, the most effective use of those resources and local, regional and provincial operational and service planning requirements.

6.0 REQUIREMENTS / STANDARDS

- In consultation with the Provincial Librarian (Executive Director of NBPLS), the Regional Director will determine library open hours based on a variety of factors including library staffing level, facility layout, service planning, usage patterns, programming needs, and community outreach while considering feedback from the Library Manager/Director, the public library board and the public.

-
- It is the responsibility of the Regional Director to ensure that hours of opening for the public and scheduling of staff are implemented according to this policy.
 - Any modifications to the hours of opening will be posted well in advance at library entrances, on bulletin boards, the NBPLS website, and will be publicized through the local media.
 - Libraries will be open **at least** one evening a week.
 - Libraries will be open on Saturday. Exceptions may be made for public-school libraries, although these will be considered on a case-by-case basis.
 - A minimum of two employees will be scheduled during library open hours **whenever possible**.
 - In the case of public-school libraries, the open hour schedule will be the same for the public and students of the school.
 - A reasonable amount of time each day will be scheduled outside library open hours for staff to carry out opening procedures and planning of services.
 - The hours of work must respect the terms and conditions of employment set by the employer, in this case the Province of New Brunswick.
 - Libraries may close at 5 p.m. between Christmas Day and New Year's as long as all staff are in agreement. In such cases, staff would need to adjust their work schedules for that day to maintain the total hours worked or may take paid (vacation, pro-rated, in lieu) or unpaid leave with the approval of the Library Manager/Director and Regional Director.

7.0 GUIDELINES / RECOMMENDATIONS

None.

8.0 REGIONAL GUIDELINES AND PROCEDURES

None.

9.0 REFERENCES

[New Brunswick Public Libraries Act](#)



NEW BRUNSWICK PUBLIC LIBRARY SERVICE

POLICY 1057

Page 3 of 3

10.0 CONTACTS FOR MORE INFORMATION

NBPLS Provincial Office, (506) 453-2354

NBPLS-SBPNB@gnb.ca