

TITLE: Operating Policy  
POLICY NUMBER: 200  
EFFECTIVE DATE: 7/18/2018  
REVIEW DATE: March 2020  
SUPERSEDES POLICY NUMBER: none



1. Purpose: To provide non-comprehensive standard operating procedures for the Waukegan Public Library.
2. Hours & Branches:

The Waukegan Public Library operates two buildings.

Main Building:

128 N County Street

Monday – Thursday, 10:00 AM to 8:00 PM

Friday, 10:00 AM to 6:00 PM

Saturday – Sunday, 1:00 PM to 5:00 PM

Hinkston Park Branch:

800 North Baldwin (within the Fieldhouse building)

Monday – Thursday, 11:00 AM to 7:00 PM

Friday, 1:00 PM to 5:00 PM

Closed Saturday and Sunday

3. Holidays: The Waukegan Public Library will be closed for the following holidays:
  - New Year's Day
  - Easter Sunday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Day after Thanksgiving Day
  - Christmas Eve
  - Christmas Day
  - Sunday between Christmas Day and New Year's Day

In the event that New Year's Day, Independence Day, or Christmas Day falls on a Sunday, the Library shall be closed to the public that day as well as on the following Monday. If these holidays fall on a Monday, the Library shall be closed to public on that day as well as the previous Sunday.

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4. Other Closures:  
All non-emergency, planned closures will be announced to the public at least one week prior to the closing.  
The Library shall be closed to the public for Staff Day on a weekday in November to be determined by the Executive Director.  
The Library will close early on the following days:  
Thanksgiving Day Eve, at 5:00 PM  
New Year's Eve, at 5:00 PM
5. Library Cards: The Waukegan Public Library provides library cards and library services to its patrons and visitors as outlined in the Library Card Policy.
6. Fines and Fees: The Waukegan Public Library Board of Trustees determines and approves rates of fines and fees as outlined in the Fines and Fees Policy.
7. Circulation of Materials: Materials eligible for circulation are outlined in the Circulation Procedure document. Items are loaned based on item type, the classification of the item, and the status of a patron's library card.
8. Citations and Related References: 205 Library Card Policy; 420 Fines and Fees; Circulation Procedures.
9. Enactment: By the enactment of this policy, the Board of Trustees of the Waukegan Public Library concurrently rescinds any prior policy or procedure within the Library that is either in conflict with or expansive of the matters addressed in this policy.

Adopted by the Waukegan Public Library Board of Trustees, July 18, 2018.

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President, Waukegan Public Library Board of Trustees

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Date