

## Clayton State University Library

Policy Name: Hours of Operation

Effective Date: October 8, 2019

Review Date: December 1, 2022

### Policy

It is the policy of the Clayton State University Library to establish hours of operation that meet the study and research needs of the Clayton State University community. The Clayton State University Library will determine hours of operation based on the Academic Calendar as follows.

- **Fall and Spring Semester - Classes in Session**

Open 6 days/week

|                 |                    |
|-----------------|--------------------|
| Monday-Thursday | 8:00 am – 10:00 pm |
| Friday          | 8:00 am – 5:00 pm  |
| Saturday        | CLOSED             |
| Sunday          | 12:00 pm – 9:00 pm |

- **Summer Full Semester - Classes in Session**

Open 6 days/week

|                 |                   |
|-----------------|-------------------|
| Monday-Thursday | 8:00 am – 8:00 pm |
| Friday          | 8:00 am – 5:00 pm |
| Saturday        | CLOSED            |
| Sunday          | 12:00 – 6:00 pm   |

- **Between semesters (1<sup>st</sup> day after last day of finals until Saturday before 1<sup>st</sup> day of full semester)**

Open 6 days/week

|               |                   |
|---------------|-------------------|
| Monday-Friday | 8:00 am – 5:00 pm |
| Saturday      | CLOSED            |
| Sunday        | 2:00-6:00 pm      |

- **Holidays - Classes in Session or During Semester Breaks**

The Library will be closed on days designated as official holidays by the university. In general, the Library will be open for Virtual Hours only as follows:

- 12:00 - 9:00 pm on Sundays before Monday holidays during Fall and Spring
- 12:00 - 6:00 pm on Sundays before Monday holidays during Summer
- 2:00 - 6:00 pm on Sundays before Monday holidays between semesters

- ***Change in Hours during Pandemic or Other Emergencies***

In the event of unforeseen extenuating circumstances (e.g. staffing shortages, power or Internet outages, severe weather, pandemics or other emergencies), changes to hours and building access may become necessary. There could be times when the library building will be closed on both levels due to these circumstances. However, virtual services will be available. The library staff will communicate any deviations to this published policy on the library website, social media channels and, when possible, physical signage in the library.

**Physical Building- Open 6 days/week**

|                   |                    |
|-------------------|--------------------|
| Monday – Thursday | 8:00 am – 8:00 pm  |
| Friday            | 8:00 am – 5:00 pm  |
| Saturday          | Closed             |
| Sunday            | 12:00 pm – 6:00 pm |

**Virtual Services- 6 days/week**

|                 |                    |
|-----------------|--------------------|
| Monday-Thursday | 8:00 am – 10:00 pm |
| Friday          | 8:00 am – 5:00 pm  |
| Saturday        | Closed             |
| Sunday          | 12:00 pm – 6:00 pm |

**Holidays during Pandemic or Other Emergencies**

The Library will be closed on days designated as official holidays by the university. In general, the Library will be open for Virtual Hours only, from 2:00 - 6:00 pm, on Sundays before Monday holidays and between semesters during a pandemic or other emergency.