

## Hours of Service

<b><u>Section 1:</u></b> Main Library	355 Schoenbeck Rd. Wheeling, IL 60090
Monday - Friday	9:00 a.m. - 9:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	12:00 p.m. - 5:00 p.m.

**Section 1.1:** Main Library Parking Lot

Parking is available for members in the library parking lot starting 30 minutes prior to opening until 30 minutes past closing time. No overnight parking is allowed without prior approval. Members violating this policy may be subject to citation by the Wheeling Police Department.

<b><u>Section 2:</u></b> Indian Trails Branch	99 E. Palatine Rd., Suite A Prospect Heights, IL 60070
Monday - Friday	1:00 p.m. - 8:00 p.m.
Saturday	10:00 a.m. - 3:00 p.m.
Sunday	Closed

**Section 3:** Closures

**Section 3.1:** Holiday Closures

The Indian Trails Public Library District (ITPLD) schedules closures in observance of the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas.

**Section 3.2:** Other Planned Closures

ITPLD is closed on Easter Sunday and closes early on New Year’s Eve and on the Wednesday before Thanksgiving.

Occasionally, closures are scheduled for Board-approved staff development activities. Such closures will be announced in library publications, in press releases, with signage, and on the ITPLD website.

**Section 3.3:** Unplanned Closures

ITPLD may close occasionally due to unplanned circumstances, such as severe weather, power outage, or to facilitate reunification of students and caregivers in the event of an evacuation of a nearby school. Such closures will be announced with signage and on the ITPLD website.

**Section 4:** Changes to Hours of Service

The Executive Director may temporarily modify hours of service at one or both locations of service based on extraordinary circumstances. Any changes in hours of service will be done in consultation with the Board of Trustees President and shared with the full Board of Trustees in a timely fashion.