

OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE

Name of Policy: **HOURS OF SERVICE**

Purpose: To meet the Library’s mission and to ensure the library’s hours meet the needs of the public.

Policy: Hours of service at the Ottumwa Public Library will be established by the Library Board of Trustees based upon the needs of the community it services, availability of qualified staff, and consideration of budgetary factors.

Procedure:

The hours of public service are

Winter Hours (September through May)

Monday – Thursday	9:00 a.m. to 7:00 p.m.
Friday - Saturday	9:00 a.m. to 5:00 p.m.
Closed Sundays	

Summer Hours (June-August)

Monday – Thursday	9:00 a.m. to 6:00 p.m.
Friday – Saturday	9:00 a.m. to 5:00 p.m.
Closed Sundays	

Date Revised: 11 March 2013
Date Revised: 14 June 2010
Date Revised: 8 August 2016
Date Revised: 10 June 2019
Date Revised: 12 September 2022
Date revised: 10 February 2025

By: Ottumwa Public Library Board of Trustees