

**Basalt Regional Library District**  
**Pandemic and Emergency Policy**

**Board Policy**

It is the policy of the Basalt Regional Library District (“BRLD”) to protect our patrons and staff during a community emergency.

**Administrative Policy**

BRLD will close due to a pandemic, natural disaster, or other local emergency in the event of an order or on the recommendation for closure issued by government officials on the local, county, state or federal level. At the discretion of the Library Executive Director or the Library Board President, BRLD may extend the closure, reduce operating hours, or limit services temporarily due to the concern of maintaining the health and safety of BRLD patrons, staff, and community.

**Procedures**

1. Appropriate or recommended mitigation methods will be employed by the Executive Director and staff in the case of a pandemic or other emergency. A task force committee may be created at the discretion of the Executive Director or the Library Board President to conduct ongoing mitigation methods as needed.
2. Although BRLD encompasses territory in both Eagle and Pitkin counties, BRLD’s physical building resides in Eagle County. For purposes of monitoring pandemic outbreaks or other emergencies, BRLD must abide by Eagle County regulations. If the emergency pertains to the flow of populations across counties, then the BRLD task force will take into further consideration the emergency status of neighboring counties. [Click here to view the District map.](#)
3. To protect the entire BRLD community and prevent the spread of pandemic outbreaks, BRLD employees and volunteers must abide by the vaccination protocol set forth in the Employee Handbook.
4. Notifications of reduced services or closure will be posted on entry doors, and all electronic interfaces (voicemail, BRLD website, Facebook, etc).

Patrons are encouraged to contact a library staff member with any questions or concerns.

Revised and Adopted: March, 2015

Revised and Adopted: September 20, 2021