



## Delivery Policy for Inclement Weather Berks County Public Libraries

**Purpose:** The purpose of this policy is to establish guidelines for the Deputy Administrator-Outreach Services Coordinator to modify or cancel delivery during times of inclement weather.

### **Weather Conditions and Scenarios:**

1. Cold Weather-
  - a. If the air temperature is 10 degrees Fahrenheit or lower, delivery may be modified to start at a later time or cancelled completely, at the discretion of the Deputy Administrator.
  - b. If snow or ice has already accumulated on roadways prior to the beginning of delivery, the Deputy Administrator will consult with the delivery drivers about delaying or cancelling delivery based on road conditions throughout the County.
2. Warm Weather- If a Heat Advisory is issued for Berks County, delivery will be modified out of an abundance of caution. In the instance of extenuating circumstances, delivery may be cancelled at the discretion of the Deputy Administrator. If an Excessive Heat Watch/Warning is issued for Berks County, delivery will be cancelled.
3. Tornado Watch or Warning-
  - a. If a Tornado Watch is issued for any part of Berks County, delivery may be cancelled. If a Tornado Watch occurs while a driver is on a delivery route, they will be alerted by the Deputy Administrator to stop their route and return immediately to System Headquarters.
  - b. If a Tornado Warning is issued for any part of Berks County, delivery will be cancelled. If a Tornado Warning occurs while a driver is on a delivery route, they will be alerted by the Deputy Administrator to seek shelter immediately where possible.
4. Other Adverse Conditions- In the event of other adverse weather conditions such as dense fog, hail, heavy rain/flooding, high wind, the Deputy Administrator will monitor conditions and modify or cancel delivery as needed.

In all cases of delayed or cancelled delivery routes due to inclement weather, the Deputy Administrator (or System Administrator in the Deputy's absence) will notify all libraries using the [berks\\_l@readingdistrict.org](mailto:berks_l@readingdistrict.org) list-serv. Additional details will be emailed to directors using the [directors\\_l@readingdistrict.org](mailto:directors_l@readingdistrict.org) list-serv as needed.

*Approved by the Berks County Public Libraries Advisory Board on February 16, 2022  
Revised by electronic vote 07/13/2024  
Ratified, confirmed and approved on August 21, 2024*