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 delayed or cancelled, at the discretion of the Deputy Administrator.
    b. If snow or ice has already accumulated on roadways before the day begins, delivery may be delayed or cancelled, at the discretion of the Deputy Administrator.
2. Warm Weather-
    a. If a Heat Advisory is issued for Berks County, delivery will start early. In the instance of extenuating circumstances, delivery may be cancelled at the discretion of the Deputy Administrator.
    b. 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 drivers are on a delivery route, the Deputy Administrator will advise them 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 drivers are on a delivery route, the Deputy Administrator will advise them 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, or 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 list-serv. Additional details will be emailed to directors using the 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

Revised XX/XX/26