Policy Title/Subject: HSC Library Hours Policy

Policy:

The UNM Health Sciences Library and Informatics Center (HSLIC) seeks to provide hours and services at a level which optimizes customer access as well as staffing efficiency. The library maintains hours during University recesses, though these hours may be abbreviated. The library is designated as a critical area, generally excluded from inclement weather delays or closure whenever feasible. Available staff members are designated to walk in and open the facility until other staff can arrive safely.

The HSLIC hours schedule is developed by the Coordinator of Reference and User Support Services no later than May for the coming fiscal year. It is submitted to the Operations Management Team (OMT) for approval. The OMT refers the schedule to the Executive Director and to the HSC Chancellor. Upon final approval, the Coordinator of Reference assures that the hours are distributed to the General Library and publicity is prepared for Health Sciences Center clientele.

Procedure:

Regular HSLIC Hours
Monday through Thursday, the library opens at 7:00 am and closes at 11:00 pm. Friday hours are from 7:00 am until 6:00 pm. Saturday hours are from 9:30 am until 6:00 pm and Sunday hours are from noon until 11:00 pm.

Holidays and Early Closing Hours
If library hours must be modified for holidays, the hours will be from 9:30 am until 6:00 pm unless otherwise stated below.

September
The library is closed on Labor Day.

November
The library is open from 7:00 am until 6:00 pm on the day before Thanksgiving, and closed on Thanksgiving Day. The Friday after Thanksgiving, the library will be open from 9:30 am until 6:00 pm.

December
Following the Main Campus final exam week or following the last School of Medicine Formative or Summative Exam (whichever comes later), the library will be open from 9:30a.m. to 6:00 p.m. Monday – Saturday and 12:00 p.m. to 6:00 p.m. Sunday; however, the library will be closed during the UNM Winter Break holiday weekdays between Christmas and New Year’s Day.

On days that follow the exam periods, but are not part of the UNM Winter Break, the library will be open from 7:00 a.m. to 6:00 p.m. Monday-Friday, 9:30 a.m. to 6:00 p.m. Saturday, and 12:00 p.m. to 6:00 p.m. Sunday. The library is closed on Christmas Eve, Christmas Day, New Year’s Eve and New Year’s Day.
January
The library is closed on New Year’s Day and on the Martin Luther King, Jr. Day. The library will resume normal working hours upon return from the UNM Winter Break.

March
There will be no change to normal working hours during the main campus Spring break.

April
There will be no change to normal working hours for Easter Sunday.

May/June
Effective summer 2007, HSLIC does not reduce hours during summer.

The library is closed on Memorial Day. The library is open noon – 6:00 p.m. the Sunday before Memorial Day unless HSC curricular schedules indicate the need to maintain regular hours that Sunday; hours for that Sunday should be evaluated each year.

July
The library is closed on July 4th. In years when the official UNM holiday is on a weekday, but July 4th falls on Saturday or Sunday, the library will be open on the official UNM holiday. Staffing will be for a single shift from 9:30 am until 6:00 pm.

July 4th holiday hours should be evaluated each year; for instance, when July 4 falls on a Monday, the Sunday hours the day before should be noon – 6:00 p.m. unless HSC curricular schedules indicate the need to maintain regular hours that Sunday.

A calendar for the full year is posted annually on the web at: http://hslic.unm.edu/about-hslic/Facility/hours.html

Verification of Communication: Updated by Christee King and approved by OMT 01/13/03; revised by OMT and updated by Dick Carr 3/28/2011. Updated by Cathy Brandenburg 05/15/2014.