

 HEALTH SCIENCES LIBRARY & INFORMATICS CENTER	Policy: HSC Library Hours Policy External <input checked="" type="checkbox"/> Internal <input type="checkbox"/>	Policy # Date Approved: 01/13/2003
	Submitted by: Christee King Approved by: OMT	Date Reviewed: 03/28/2011, 05/15/2014, 12/22/2014, 12/14/2015, 10/24/2016
		Date Revised: 03/28/2011, 05/15/2014, 12/22/2014, 12/14/2015, 10/24/2016

Purpose/Objectives:

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 Deputy Director of Operations 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 Vice Chancellor. Upon final approval, the Deputy Director of Operations assures that the hours are distributed to the General Library and publicity is prepared for Health Sciences Center clientele.

Policy/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. When the library closes early, biweekly non-exempt employees have the option of taking Annual Leave, Leave without Pay, or working with the supervisor to adjust their hours during the week in which the early closing occurs.

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 closed.

December:

The Library is closed during the official UNM Winter Break. Library hours are reduced on the day preceding Winter Break (i.e., open 7:00 a.m. – 6:00 p.m. on the weekday preceding Winter Break). If the UNM Winter Break begins on a Monday, the library will be closed on

the preceding weekend. If the UNM Winter Break ends on a Friday, the library will be closed the following weekend.

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>