

Clayton State University Library

Policy Name: Hours of Operation

Effective Date: October 8, 2019

Review Date: January 16, 2021

Policy

It is the policy of the Clayton State University Library to establish hours of operation that meet the study and research needs of the Clayton State University community. The Clayton State University Library will determine hours of operation based on the Academic Calendar as follows.

- Fall and Spring Semester - Classes In Session

Open 7 days/week

Monday-Thursday	8:00 am – 10:00 pm
Friday	8:00 am – 5:00 pm
Saturday	9:00 am – 6:00 pm
Sunday	1:00 pm – 10:00 pm

- Fall and Spring Semester - Alternate Hours (during mid-semester breaks and when campus is open, but classes are not in session.)

Open 7 days/week

Monday-Friday	8:00 am – 5:00 pm
Saturday - Sunday	9:00 am – 6:00 pm

- Summer Full Semester Classes In Session

Open 6 days/week

Monday-Thursday	8:00 am – 9:00 pm
Friday	8:00 am – 5:00 pm
Saturday	CLOSED
Sunday	12:00 pm – 9:00 pm

- Between semesters (between last day of finals and first day of full semester)

Open 6 days/week

Monday-Friday	8:00 am – 5:00 pm
Saturday	CLOSED
Sunday	9:00 am – 6:00 pm

- Holidays

Clayton State University Library

The Library will be closed on days designated as official holidays by the university. In general, the Library will be open Alternate Hours on the Sundays before Monday holidays and breaks.

- **Changes to hours**
In the event of unforeseen extenuating circumstances (e.g. power or Internet outages, severe weather, pandemics or other emergencies), changes to hours and building access may become necessary. The library staff will communicate any deviations to this published policy on the library website, social media channels and, when possible, physical signage in the library.

- **Alternate Hours During COVID-19 crisis**

Physical Building- Open 6 days/week

Monday-Thursday	9:00 am – 7:00 pm
Friday	8:00 am – 5:00 pm
Saturday	Closed
Sunday	2:00 pm – 6:00 pm

Virtual Services- 6 days/week

Monday-Thursday	8:00 am – 10:00 pm
Friday	8:00 am – 5:00 pm
Saturday	Closed
Sunday	2:00 pm – 6:00 pm

- **Holidays**
The Library will be closed on days designated as official holidays by the university. In general, the Library will be open for Virtual Hours only, from 2-6pm, on the Sundays before Monday holidays and breaks.