

OPEN HOURS POLICY *DRAFT*

1. Intent:

The Peterborough Museum & Archives shall be open to the public on a daily basis year round.

2. Regular Weekday Hours:

The building will be open to the public from 9:00 a.m. to 5:00 p.m., Monday through Friday year round, excluding Statutory Holidays.

3. Weekend Hours:

The building will be open from 12:00 noon to 5:00 p.m. on Saturdays and Sundays year round.

4. Statutory Holidays:

The building will be open from noon to 5:00 p.m. on Statutory Holidays unless otherwise noted.

5. Building Closed:

The building will be closed on New Year's Day, Good Friday, Christmas Day and Boxing Day. The building may be closed on Christmas Eve and New Year's Eve.

6. Archives Hours:

The Archives shall be open to the public from 9:00 a.m. to 12:00 noon and 1:00 to 5:00 p.m., Monday to Friday year round, strictly by appointment.

The Archives will not be open to the public on Civic Holidays, Statutory Holidays or weekends.

7. Other Hours:

The building may be open to the public for programming activities at other times as approved by the Museum Director.

8. Use of Premises:

At the discretion of the Museum Director, the premises may be opened to organizations, groups, and classes at other times. The Peterborough Museum & Archives may remain closed to the general public at these times.

9. Change of Regular Open Hours:

Only the Museum & Archives Advisory Committee, in consultation with the Museum Director, can change the regular hours that the Museum and/or Archives are open to the public.

Approved: April 28, 1993

Revised: Moved by Brian Mitolo, seconded by Paul Northcott, carried, May 10, 2001

Revised: Moved by Chris Ormerod, seconded by Audrey Armstrong, carried, January 12, 2006

Revised: Moved by Gayle McIntyre, seconded by Audrey Armstrong, carried, January 8, 2009

Revised: Moved by Bill Eekhof, carried, December 9, 2010