MISSION STATEMENT
Thomas Branigan Memorial Library is Proud to Help our Community Make Connections, Provide Limitless Access to Information, Education, and Enriching Programs and Services.

PURPOSE
To serve the community, TBML observes regular hours (September through May), and summer hours (June through August).

POLICY

1. Hours of Operation:
   a. TBML’s regular business hours are Monday through Thursday from 9 A.M. to 8 P.M., Friday and Saturday from 10 A.M. to 6 P.M., and Sunday from 1 P.M. to 5 P.M. These hours are effective the day after Labor Day through the Saturday of Memorial Day weekend.
   b. TBML’s summer hours are Monday through Thursday from 9 A.M. to 8 P.M., Friday and Saturday from 10 A.M. to 6 P.M. closed Sundays. These hours are effective Memorial Day weekend through Labor Day.
   c. Munson Senior Center branch library hours are Monday through Thursday from 9 A.M. through 3 P.M., and Friday from 10 A.M. through 3 P.M.
   d. Sage Café branch library hours are Tuesday through Friday from 9 A.M. to 2 P.M.

2. Other Alternative Times for TBML Building Closures:
   a. TBML is closed on all City Council approved holidays (11 days per calendar year).
   b. Emergency closure of TBML due to weather, power outage, or other unforeseen circumstances will be determined by the recommendation of the Library Administrator and/or Quality of Life Director, and decided and approved by the Office of the City Manager or Quality of Life Director.
   c. TBML may close on days that are non-Federal holidays, or days adjacent to City holidays. These are recommendations made by the Library Administrator, and voted on and approved by the Library Advisory Board (LAB) at the January LAB meeting, or the first LAB meeting of the new calendar year.
   d. TBML may close early on days due to a City of Las Cruces event. These are recommendations made by the Library Administrator, and voted on and approved by the LAB at the January LAB meeting, or the first LAB meeting of the new calendar year.
   e. TBML is a public voting site for National and most City of Las Cruces, State of NM, and Dona Ana County elections. TBML hours of operation for all elections will be 8 A.M. to 7 P.M.
   f. TBML may close at other times deemed necessary. This will be decided on and approved by the Office of the City Manager, City Council, or Quality of Life Director.
3. Public Meeting Room Reservations by Organizations/Groups:
   a. In order for the closing Librarian in Charge and Security Guard to secure the 2nd floor, Organizations/Groups that reserve any TBML public meeting rooms must vacate the room used 30 minutes prior to TBML closing hours. This also includes all government entities (City of Las Cruces, State of NM, Dona Ana County, United States Federal Government). TBML and Friends of TBML events are excluded from this policy.