

## **Waunakee Public Library**

### **RESPONSIBILITY FOR LIBRARY OPERATIONS POLICY**

#### **I. Introduction**

In a public service facility maintaining services for a total of 63 or more hours per week, absences of the Library Director result in two distinct needs for other staff to assume responsibility.

- A. The first case happens frequently and regularly when the Director has completed his or her work for the day, is out of the library on business, or is not scheduled to work on a particular day. In this situation, the library needs a staff member to act as the official interpreter of library policy and to make decisions in crisis situations.
- B. The second case occurs only when the Director is absent from his/her position for long periods of time, such as a vacation, or when the position itself is vacant. In this case, the needs of the library require that one person assume responsibility for the continued maintenance of all library functions and services.

In response to these diverse situations, the Library Board adopts the following policy regarding the responsibility for library operations during the Director's absence.

#### **II. Absence of the Library Director for Short Periods of Time**

- A. This section covers the following situations: when the Director is absent from the library, having completed his or her work day, is out of the library on business, or is not scheduled to work on a particular day.
- B. Given the need to have one person responsible for representing library policy and maintaining library security, the Library Board has established that the following positions, if on duty and based on overall seniority, will assume this responsibility:
  - 1. Youth Services Manager
  - 2. Adult Services and Outreach Manager
  - 3. Circulation Manager
  - 4. Youth Services/Young Adult Librarian
  - 5. Adult Services Librarian
  - 6. Most senior staff member on premises.

- C. This temporary assumption of authority is limited to situations that require immediate action or intervention. Decisions required in these situations shall be made in accordance with established library policy.

### **III. Extended Absence of the Library Director**

- A. The management staff member with the most seniority as defined in part II (B) above will assume responsibility for the continued maintenance of library operations during an extended absence of the Library Director, such as a vacation, illness, or other leave.
- B. Major decisions shall be delayed until the Director's return whenever possible. If such delay is not possible, the librarian with the most seniority will make the necessary decisions after consulting other full-time staff members and the Library Board President.
- C. Established precedent and existing policy shall guide the decisions made in the absence of the Director. Changes in library routines and practices will not be introduced in the absence of the Director.

*Revised and Approved June 9, 2017*