

STAFF IN CHARGE OF BUILDING AND PERSONNEL

When a need is determined by the Library Director s/he shall designate an acting director in her/his absence. If such a designation is not made, the Reference Librarian will be considered the Acting Library Director. During times when the Library Director or Acting Library Director is not in the building, the ranking supervisor will assume charge of the building and the staff.

If no supervisors are present, the employee scheduled at the Information Desk will assume responsibility.

Adopted by the Library Board on 1/10/2002, revised 6/8/2006, 11/10/2011, 6/13/2013, 10/8/2015.