

RESPONSIBILITY FOR LIBRARY OPERATIONS POLICY

LP17 | REVISION 0 | REVISED 10/16/2023

I. Purpose

- A. This policy defines the line of responsibility for library operations at the Lodi Public Library during any absence of the Library Director.

II. Definitions

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, depending on how the absence is defined.

- A. "Short Periods of Time" are defined as times when the Director is absent from the Library for a variety of situations, including the following: out of the library on business, not scheduled to work on a particular day, or has completed his or her work 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. "Extended Absence" is defined as times when the Director is absent from her or his position for long periods of time such as a vacation, medical, or FMLA leave. This may also include periods of time when the position of Library Director 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.

III. Absence of the Library Director for Short Periods of Time

- A. In the absence of the Library Director for short periods of time, there is a need to have one or more persons responsible for representing library policy, maintaining library security, and providing day-to-day direction of staff. The Library Board has established the following positions will assume this responsibility:
 - 1. Assistant Librarian II
 - 2. If that person is not available, Assistant Librarian I
- B. The 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.

IV. Extended Absence of Library Director

- A. In the absence of the Library Director for an extended period of time, there is a need to have an alternate person assume responsibility for the continued maintenance of all library operations. The Library Board has established that the following supervisory positions will assume this responsibility in the following order:
 - 1. Assistant Librarian II
 - 2. Assistant Librarian I

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- B. Major decisions shall be delayed until the Library Director’s return whenever possible. If such delay is not possible, the person responsible for library operations will make the necessary decisions only after consulting with other staff members AND the Library Board President.
- C. Established precedent and existing policy and procedures shall guide the decisions made in the absence of the Library Director. Changes in library routines and practices will not be introduced in the absence of the Director unless approved by the Library Board.

V. Vacancy

- A. In the case of a vacancy in the Library Director position, the Library Board may appoint an Interim Director.

VI. Revision History

- A. Policy approved October 16, 2023 (Revision 0)