

## **Southwick Public Library Minimum Staffing Policy**

The Southwick Public Library is committed to providing sufficient staffing of the Library in order to maintain a high level of quality service to patrons and to protect the personal safety of all library employees and patrons.

Ideally, the library should have three staff members working at all times the library is open, however, the library may open to the public if only two library staff members are present if the following guidelines are met: if only two staff members are present, they must remain at the circulation desk at the front of the library at all times. One staff member must be proficient on circulation desk duties. If there are fewer than two staff members, the library will not be able to open to the public. The library will not be operated by only two staff members for longer than a two hour period on weekdays.

Every effort will be made to contact other staff to fill in for others' absences.

Staff will communicate to the Library Director, Assistant Director, or Board of Trustees Chairperson if closing the library is necessary due to minimum staffing standards not being met.

If the building needs to be closed, library staff will post a notice on the doors, social media, and website. Every effort will be made to get the information out to the public.