

**Southwick Public Library**  
**Responsibility for Library Operations Policy**

In the absence of the Library Director, there is a need to have a staff person responsible for representing library policy, maintaining library security, and providing day-to-day direction of staff.

In the absence of the Library Director, the Assistant Director will maintain responsibility for the aforementioned needs.

This temporary authority is limited to situations that require immediate attention or intervention. Decisions required in these situations will be made according to existing library policy and procedures.

Wherever possible, major decisions should be delayed until the Director has returned. If a delay is not possible, the person responsible for library operations will make the necessary decision in consultation with the Director (if reachable), the Library Board of Trustees Chairperson and/or the Town of Southwick Chief Administrative Officer.

In the event that both the Director and Assistant Director are unable to perform these duties, the Young Adult/Reference Librarian or Coordinator of Children's Services, will assume responsibility, depending on seniority. If the senior most person of those two positions is unable to assume responsibility, responsibility will fall on the other. If all aforementioned parties are unavailable, the responsibility falls to the senior most person on staff at the time.

Please refer also to the Minimum Staffing Policy.

Adopted by the Southwick Public Library Board of Trustees July 14, 2020 updated January 26, 2022