



GRANBY FREE PUBLIC LIBRARY

297 EAST STATE STREET, GRANBY, MA 01033

Responsibility for Library Operations Policy

Purpose

To define the line of responsibility for library operations during any absence of the Library Director.

I. Definitions

- A. "Library Director" - the library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation. The Director's responsibilities are further defined in the Granby Free Public Library Board By-Laws.
- B. "Short Periods of Time" are defined as times when the Director is absent from the library for the following situations: out of the library on business, not scheduled to work on a particular day, has completed his or her work day, has yet to begin his or her work day. Absences of the Library Director for short periods of time may happen frequently and regularly.
- C. "Extended Absence" is defined as times when the Director is absent from his/her position for long periods of time such as a vacation, medical or FMLA leave.
- D. "Vacancy" is defined as any period of time when the position of Library Director is vacant.

II. Absence of 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 that the following positions will assume this responsibility:
 - The Youth Services Librarian or the Cataloguer/Circulation Assistant based on availability, and whoever has the most seniority at the Granby Free Public Library.
- B. 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 and procedures.

III. 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 positions will assume this responsibility in the following order:
 - a) The Youth Services Librarian or the Cataloguer/Circulation Assistant based, on availability and whoever has the most seniority at the Granby Free Public Library.
- B. Major decisions shall be delayed until the 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 one of the following individuals: Library Board Chairperson, Library Board Vice Chairperson, Town Administrator, or the appropriate Town of Granby department head, according to the situation.
- 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.

IV. Vacancy

- A. In the case of a vacancy in the Library Director position, the Library Board shall appoint an interim Director.
- B. The interim Director would be compensated per Library Board discretion.