

# **SUN PRAIRIE PUBLIC LIBRARY**

## ***LIBRARY OPERATIONS POLICY***

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### **I. Purpose**

(A) This policy provides guidelines for library staff when the director is absent from the library.

(B) In the absence of the director, staff needs to be able to:

1. Interpret public policy and make decisions in crisis situations;
2. Continue to provide all library functions and services.

### **II. Management Team**

(A) Onsite members of the Management Team (Heads of Technical Services, Circulation Services, Adult Services and Youth Services) will assume responsibility for library operations in the absence of the library director. They will meet and discuss any situation that arises that may alter library functions. When building closing is in question, Management Team will consult with the City Building Inspector, the Director of Human Resources and the Library Board President to determine the best course of action.

(B) Major decisions shall be delayed until the director's return whenever possible. If such delay is not possible, the management team will make the necessary decisions after consulting with the above-mentioned bodies when appropriate.

(C) Established precedent and existing policies and procedures shall guide the decisions made in the absence of the director. Changes in library policies and procedures will not be introduced in the absence of the director unless authorized by the Library Board.

Adopted: April 11, 2002

Amended: January 8, 2009

Reviewed: February 10, 2011