



LIBRARY OPERATIONS POLICY

I. Purpose

This policy provides guidelines for continuity of operations for:

- 1) Emergency situations
- 2) Absence of Library Director
- 3) Special events

II. Management Team

- A.** Onsite members of the Operational Supervisors Team (Head of Technical Services, Head of Access & Circulation Services, Head of Adult Services, Head of Youth Services, Technology Coordinator, Circulation Manager, Administrative & Project Librarian, Public Services Librarian, Youth Services Librarian, and Teen Services Librarian) 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 closure is in question, the Library Management Team (Head of Technical Services, Head of Access & Circulation Services, Head of Adult Services, and Head of Youth Services) may consult with appropriate City Department personnel, Dane County Public Health and the Library Board President to determine the best course of action. When reopening or partial reopening is in question, the Library Management Team (Head of Technical Services, Head of Access & Circulation Services, Head of Adult Services, and Head of Youth Services) may consult with appropriate City Department personnel, Dane County Public Health and the Library Board President to determine the best course of action.

- B.** The library may close, reduce hours, limit and/or cancel programs, events and room reservations due to emergency situations and/or staffing shortages.
- C.** The library may extend hours and access for events sponsored and hosted by the Library, Foundation, or the Friends.
- D.** The library needs to maintain a minimum of five library staff at all times to operate routine functions. One of the five staff must be a library operational supervisor and one of the five must be from circulation services. This minimum staffing level is for situations that will be in effect for at least one full day. Minimum staffing requirements that impact less than one full day are left to the discretion of the Library Director or the Supervisor on Duty.
- E.** Major decisions shall be delayed until the director's return whenever possible. If such delay is not possible, the Library Management Team will make the necessary decisions after consulting with the above-mentioned bodies when appropriate.

- F.** 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.

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