



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Policy: Line of Responsibility

Approved: February 27, 2018

Purpose:

This policy should be used when the Library Director is unavailable.

Policy:

In the absence of the Library Director the line of responsibility extends to:

Assistant Director
Children's Librarian
Outreach Librarian

Prior to assuming the role of Acting Director the staff member should make every effort to contact the Director. The exception to this would be situations in which emergency personnel are required.

In the case of extended absences of the Library Director, or vacancy in the position, the Assistant Director shall maintain the responsibilities of the Library Director.

Any decisions made that are considered out of the ordinary need to be documented and the Director should be notified immediately. If necessary the Library Board President or Vice President and/or City Attorney should be contacted.

In cases involving subpoenas or search warrants the Acting Director should make all efforts to contact the Director immediately. The Acting Director must also contact the City Attorney to inform them of the situation. No others should know about the situation.