

Absence of Library Director for Short Periods of Time

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 of Trustees has established the following supervisory positions to assume this responsibility:

1. Assistant Library Director
2. Librarian II
3. Librarian I (In order of seniority if more than one individual holds this title)
4. Library Assistant (In order of seniority if more than one individual holds this title)
5. Senior Library Clerk (In order of seniority if more than one individual holds this title)
6. Library Clerk/Account Clerk (In order of seniority if more than one individual holds this title)
7. Other Fulton County Personnel titles (In order of seniority if more than one individual holds such titles)

This temporary authority is limited to situations that require immediate action or intervention. Decisions required in these situations shall be made in accordance with the established policy and procedures of the Library.

Extended Absence of Library Director

In the extended absence of the Library Director, there is a need to have an alternate person assume responsibility for the continued maintenance of Library operations. The Library Board of Trustees has established that the following supervisory positions to assume this responsibility in the following order:

1. Assistant Library Director
2. Librarian II
3. Librarian I (In order of seniority if more than one individual holds this title)
4. Library Assistant (In order of seniority if more than one individual holds this title)

If the extended absence is more than eight weeks, the Board of Trustees will seek to hire a temporary qualified person through appropriate avenues.

Whenever possible, major decisions shall be delayed until the Director has returned. If a delay is not possible, the person responsible for library operations will make the necessary decision according to the situation, after consulting with one of the following individuals: Library Board of Trustees President, Library Board of Trustee Vice President, or the appropriate town department head or official.

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