



Transfer of Administrative Duties and Responsibilities in the Absence of the Library Director Stephen B. Luce Library Procedures

This policy distinguishes between two different situations where the Library Director may be absent from the library:

1. Regular and Short Term Absences

1.1 Definition

The Library Director will be absent from the library on regularly scheduled days off. As well, the Director will be absent from the library to attend meetings and conferences and to conduct library business away from the physical premises.

1.2 Designation of Person in Charge:

In all of these cases, the Deputy Library Director shall be designated in charge. The person in charge will manage the daily operational routines and respond to emergency situations which cannot wait for the Director. The person in charge is not expected to fulfill duties that are unique and specific to the Director. The Library Director remains fully informed, responsible and accountable for the library's operations, policies, and actions related to the safety of the facility and its occupants.

2. Absences in Excess up to ninety (90) Calendar Days

2.1 Definition

From time to time, the Library Director may take long term holidays; sabbatical; research assignments; family emergencies or illness which may prevent the Director from working and fulfilling the duties of the Director

2.2 Appointment of Acting Director

In the event that the Library Director is absent from the Library for an extended period of time, the Deputy Library Director shall be appointed Acting Library Director by the Library Director and/or the Provost and Vice President for Academic Affairs in consultation with the office of Personnel and Human Resources. The Library Director shall transfer signature rights, privileges and responsibilities for all matters related to personnel, purchasing and acquisitions, including but not limited to all administrative affairs of the Stephen B. Luce Library. The Acting Library Director is expected to fulfill the duties that are unique and specific to the Library Director as a Director and Department Chairperson.