



## Transfer of Signature Rights, Privileges and Responsibilities in the Absence of the Library Director

### Stephen B. Luce Library Procedures

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.

**Library Director:** \_\_\_\_\_

**Acting Library Director:** \_\_\_\_\_

**Provost and Vice President for Academic Affairs:** \_\_\_\_\_

**Director of Personnel and Human Resources:** \_\_\_\_\_