

2.75 Staffing of the Library

Purpose:

This policy sets minimum staffing requirements for the library during business hours.

- A. **Staffing** - The library will be staffed by not fewer than three people during business hours. Three employees allow circulation desk workers to rotate off-desk when needed. The third employee is also available to re-shelve books and media, answer phones, and assist patrons with computers, copiers, and the fax machine.
- a. Three employees are required to provide one employee at each of the two circulation desks and a third employee to assist patrons and circulation desk workers as needed.
 - b. The third non-desk employee may leave the building briefly to perform library operational tasks (empty book drop, retrieve mail, etc...) if the needs of the patrons and circulation desk employees allow for the absence.
 - c. The Director will inform the Board of any circumstances where the minimum staffing of three employees could not be met.