

HATCH PUBLIC LIBRARY CHAIN OF COMMAND POLICY

The Library Director shall be considered the Executive Officer of the Board and shall have sole charge of the administration of the library under the direction and review of the board as stated in Article IV, section 4.02 of the Bylaws of the Hatch Public Library.

In the event of the Library Director's absence the Circulation/Catalog Supervisor will oversee library operations following the guidelines outlined in the Hatch Public Library Policy Statement.

In the event that the Library Director and the Circulation/Catalog Supervisor are unavailable, the Youth Services Librarian will oversee library operations following the guidelines outlined in the Hatch Public Library Policy Statement.

In the event that the Library Director, the Circulation/Catalog Supervisor and the Youth Services Librarian are unavailable, library staff should conduct the business of day to day operations as outlined in the Hatch Public Library Policy Statement. The President or other officer of the board, if the President is unavailable, should be contacted prior to a determination of whether to close due to inclement weather, or in the event of a building related emergency.

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