

# Lawrence Library

## Minimum Staff Requirement Policy

The Lawrence Library is committed to providing sufficient staffing of the Library in order to:

- Maintain a high level of quality of service to all patrons
- Protect the personal safety of all library patrons and all Lawrence Library staff

The following guidelines have been adopted to support those objectives.

1. A minimum of three (3) staff members should be present in the Library at all times. A staff member is defined as an employee who provides regular library services to patrons.
2. In the event that the minimum staffing requirement is not met the following steps may be taken:
  - o If only two staff members are available, close one of the floors (Children's room or Main floor) and continue providing service to the Circulation desk and open area.
  - o Only if fewer than two staff members are available, close the Library.
3. Other staff will be called in, if possible, and service will be curtailed or the library closed until the required number of staff becomes available.
4. While the Library is closed scheduled staff are to work at other tasks. Scheduled personnel hours and wages will not be affected and the hours of work will not be forfeited.
5. Staff will communicate as quickly as possible to either the Library Director, Assistant Director or Board of Library Trustees Chairperson the circumstances necessitating the need to curtail or close the facility.
6. If the Library must be closed a notice will be posted on the entrance door and the online event calendar. This notice will contain the time of closing, state the reason for closing and, if possible, anticipated time of reopening. Every possible effort will be made to notify any scheduled room meetings.

*Adopted by the Lawrence Library Board of Trustees on October 9, 2014*