

Lawrence Library

Responsibility for Library Operations Policy

Absence of Library Director

In the absence of the Library Director (for up to 8 weeks) there is a need to have one or more persons responsible for upholding library policies, maintaining library security, and providing day-to-day direction of staff. The Library Board of Trustees has established the following order of senior staff positions to assume this responsibility:

1. Assistant Director/Head of Adult Services
2. Head of Youth Services
3. Head of Circulation
4. Interlibrary Loan/Adult Services Librarian
5. Cataloger

This temporary authority is limited to situations that require immediate action or intervention. Decisions required in these situations shall be made in accordance with the established library policy and procedures of the library.

Extended Absence of Library Director

In the extended absence of the Library Director (for more than 8 weeks), the Board of Trustees may seek to temporarily hire a qualified person through the Massachusetts Library System BiblioTemps employment service.

Whenever possible, major decisions shall be delayed until the Director has returned. If a delay is not possible, the person responsible for library operations will make the necessary decision according to the situation after consulting with one of the following individuals: Library Board of Trustees Chair, Library Board of Trustees Vice Chair, or the appropriate Town of Pepperell department head or official.

Adopted by the Lawrence Library Board of Trustees on April 2, 2025.