

DOUGLASS CENTER BRANCH LIBRARY

ADMINISTRATIVE GUIDELINES

ADOPTED BY JOINT BOARD - OCTOBER 14, 1971

- 1) The Project Director is an employee of the Champaign-Urbana Joint Board and shall be known as the Douglass Center Branch Librarian. The chief administrative agent of that Board is the Director of the Champaign Public Library to whom the Project Director shall be directly responsible. At the end of Phase II of the project the Douglass Center Librarian will be an employee of the Champaign Public Library, within the Champaign Public Library organizational structure, and directly responsible to the Director of the Champaign Public Library or his assistant. The Director of the Champaign Public Library will consult with the Director of Urbana Free Library on a regular basis concerning Douglass Center Library operations.

The Douglass Center Branch Librarian will function as a librarian whose Chief Responsibilities are:

- a) To select a broad range of materials, print and non-print, within the limits of the approved budget, and with the direct assistance and guidance of the Champaign Public Library and Urbana Library staff;
- b) To assist readers in the use of these materials;
- c) To plan programs to publicize and encourage use of the library's resources.

Other activities not directly connected with generally accepted duties of librarians or principles of librarianship will be restricted to personal time for which of course no monetary compensation will be given.