

WESTCHESTER PUBLIC LIBRARY

DEPARTMENTAL STRUCTURE AND RESPONSIBILITIES

The library's authority structure is departmentalized. Each department is defined by its responsibilities and operates under the guidance of a supervisor. Intermediate supervisors may be appointed to oversee the operation of more than one department. All departments and their supervisors are accountable to the Director. Individual employees within each department are responsible to their respective supervisors.

In order to provide the library with flexibility in scheduling, clerical employees are often assigned to work in more than one department during a typical work week. The library reserves the right to reassign any employee to work in another department at any time. Department supervisors are responsible for the direct supervision of employees for the hours those employees are assigned to their departments.

Although most organizations divide their departments according to line and staff functions, dividing line services into those that interact with patrons, and staff services into those that support the organization, the structure of the Westchester Public Library requires that all departments share in the responsibility to provide direct service to the library public.

In addition to the general departmental responsibilities listed below, departmental responsibilities are further defined by the job descriptions of employees within a particular department and may be altered by the Director as the needs of the library dictate.

ADMINISTRATIVE SERVICES

The Administrative Services Department is responsible for administering and managing all of the library's policies, personnel, funds, records, facilities, information resources, services, and all other functions and property of the library. Among the specific responsibilities of Administrative Services is the responsibility for the library budget, payroll, purchasing, bookkeeping, maintaining meeting room reservations, and preparing the monthly reports for the Board.

AUDIO-VISUAL SERVICES

The Audio-Visual Services Department is responsible to the Director for the circulation and maintenance of the library's audio-visual material, equipment and services for the entire library.

CIRCULATION SERVICES

The Circulation Services Department is responsible to the Director for supervising and maintaining the library's circulation services including patron registrations, renewals, overdues, and blocking at the Thomas Library. Circulation Services is also responsible for automated circulation services, material shelving and minor repair. The department also supervises the opening and closing of the library and answers all incoming telephone calls.

CHILDREN'S SERVICES

The Children's Services Department is responsible to the Director for maintaining the children's collection and for providing the children's programming and services at the Thomas Library. Toys are included in the children's collection and a summer reading program and regular preschool story hours are specific services expected to be performed by the department.

CUSTODIAL SERVICES

The Custodial Services Department is responsible to the Director for the maintenance and cleanliness of the library's equipment, structures and grounds at all buildings. Snow removal and transporting materials between buildings are additional responsibilities.

HAGEMAN SERVICES

The Hageman Services Department is responsible to the Director for providing all public library services at the Hageman Library not otherwise provided for by other library departments. Traditional audio-visual, circulation, children's and reference services are provided, although at a lesser depth and with a narrower scope than is possible through the Thomas Library.

MUSEUM SERVICES

The Museum Services Department is responsible to the Director for operating the Westchester Township History Museum and for maintaining the library's local historical records including the local history vertical files, historical photographic files, oral histories and collections of artifacts. History programming is an additional responsibility.

PUBLIC SERVICES

The Public Services Department is responsible to the Director for implementing a schedule of library programs designed to interest, involve, and benefit the library's community. Additional responsibilities include coordinating the volunteer program, the publicity program, graphics production, and library exhibits and displays.

REFERENCE SERVICES

The Reference Services Department is responsible to the Director for providing reference, inter-library loan, reserve, and referral services at the Thomas Library. Maintenance of the community information file is an additional responsibility.

SERIALS SERVICES AND AUTOMATION

The Serials Services Department is responsible to the Director for providing serials services and maintaining serials collections such as newspapers, magazines, and microforms. The

Serials Department is also responsible for providing access to the library's public access Internet terminals and for providing public instruction in the use of Internet resources.

TECHNICAL SERVICES

The Technical Services Department is responsible to the Director for ordering, receiving, processing, cataloging, and maintaining the materials in and for the library collection. The department is also responsible for keeping detailed records of all library acquisitions and for maintaining the library's automated catalog.