# Lee Public Library
## Substitute Librarian Policy

The Substitute Library Assistant works when requested, and if available, to fill in if regular staff are away (on leave, due to illness or at meetings) or when extra staffing is needed due to special events or anticipated extra-high library usage. Duties will depend on which staff person is absent and/or what the needs are for that day.

The Substitute will be responsible for the circulation desk, shelving activities and regular library duties, but may at times be asked to assist with children's programs or other tasks. The Substitute should have a solid understanding of general Library services and technology and be suited for extensive interaction with the public.

The Substitute may also assist with other tasks assigned by Director. This may include typing, book processing, changing seasonal decorations, etc.

When regular staff members "substitute" for other staff by swapping hours or working extra hours at the request of the Library Director, hours worked are paid at the staff member's regular hourly rate.

Revised and Approved by the Board of Trustees, January 2026