

**Procedure**  
**Bernardsville Public Library**  
**Authority Chain / Whom To Call**  
*Revised February 8, 2011*

When there is a situation you don't have sufficient authority to handle, bring the problem to your immediate supervisor. When your immediate supervisor is not available, the Department Head closest to the top of the list below, who is present in the library at the time, will be the person in authority. The Department Head will notify the Director as needed.

Order to Contact	Department Head Title	Direct Line
1	Reader's Services Coordinator / Facilities Manager	766-5390
2	Adult Programming Coordinator / Backup Facilities Manager	766-6630
3	Technical Services Coordinator	766-2634
4	Youth Services Coordinator	766-1462

Contact list for specific problems if no Department Head is in the library:

<u>Specific Problem</u>	<u>Title</u>	<u>Name</u>	<u>Home</u>	<u>Cell</u>
Circulation Issues	Reader's Services Coordinator	Kennedy-Grant, Pat	908-766-1386	908-295-5525
Facility Issues	Facilities Manager	Kennedy-Grant, Pat	908-766-1386	908-295-5525
	Backup Facilities Manager	English, Madelyn	908-953-0161	908-229-5627
Legal Issues	Director	Brodsky, Karen	732-485-8922	732-485-8922
Program/Meetings Issues	Adult Programs Coordinator	English, Madelyn	908-953-0161	908-229-5627
Technology Issues	Technical Services Coordinator	Baker, Rosalie	908-953-9482	908-884-7422

Contact list for non-specific problems if no Department Head is in the library:

<u>Order</u>	<u>Title</u>	<u>Name</u>	<u>Home</u>	<u>Cell</u>
1	Reader's Services Coordinator	Kennedy-Grant, Pat	908-766-1386	908-295-5525
2	Adult Programs Coordinator	English, Madelyn	908-953-0161	908-229-5627
3	Technical Services Coordinator	Baker, Rosalie	908-953-9482	908-884-7422
4	Youth Services Coordinator	Casey, Michaele	609-397-8645	908 392-5865