

Administrative Time for Librarians

1. Bookmobile Librarians must create a schedule that allows for some administrative time each week.
 - If a Librarian works 40 hours per week, they must schedule 4 hours of administrative time weekly.
 - If a Librarian works between 28 – 39 hours per week, they must schedule 2-3 hours of administrative time weekly.
2. Distribute administrative time throughout the week to accommodate ordering materials, online staff meetings, truck repairs, etc.