

**AGENCY ANNEX B4  
DEPARTMENT OF LIBRARIES**

**I. MISSION**

The mission of the Department of Libraries (VTLIB) is to collect, organize, and disseminate information and library materials in a variety of formats to the three branches of State government, libraries statewide, the general public, and Vermonters with special needs; to support and strengthen local libraries; to foster new means for statewide cooperation and resource sharing among all types of libraries; to provide services that support the development of local library service; and to increase public awareness of libraries and their services and to act as an advocate on their behalf.

**II. AUTHORITY**

22 V.S.A. §601-635

Special authority or areas of responsibility:

- Public state information phone line (answered at Vermont State Library, Montpelier)
- Steward of state documents and other special collections at Vermont State Library
- State contact for local public libraries (training and consulting support for local libraries in the event of an emergency or disaster situation)

**III. SITUATION AND ASSUMPTIONS**

State agency and department heads and their staffs develop, plan and train to internal policies and procedures to meet preparedness, mitigation, response and recovery needs as identified in this plan including annexes, appendices, tabs and other supporting documents including the State Hazard Mitigation Plan. Training includes not only what may be accomplished within the agency/department, but (1) multi-level, interagency training and exercises to develop and maintain necessary capabilities, (2) training on disaster planning and preparedness; providing information and support for local public libraries which may act as local community (information) sites during emergency situations.

The situation and assumptions in section ii of the Base Plan also apply.

**IV. ORGANIZATION AND RESPONSIBILITIES**

The following chart outlines the emergency response organization of the Agency: The Department is a support agency for State Support Function #5 (Emergency Management, Recovery & Mitigation, State Support Function #11 (Agriculture & Natural Resources and State Support Function #14 (Public Information) and assumes the responsibilities as outlined in those annexes.

### **VT LIB Emergency Planning Team**

Chief: State Librarian  
Assistant State Librarian  
Information Technology Librarian  
Collections & Digital Initiatives Librarian  
Law Librarian  
Executive Assistant to the State Librarian

### **V. IMPLEMENTATION**

This Annex will be implemented with the assigned responsibilities by means of direct coordination from the Commissioner, Department of Public Safety or Director, DEMHS with the Secretary of Administration or Commissioner and/or upon the order of the Governor within the framework of the State Emergency Operations Plan (SEOP).

### **VI. ADMINISTRATION**

The State Librarian (Commissioner) is responsible for the overall emergency response of the Department of Libraries.

### **VII. CONTINUITY OF GOVERNMENT**

In accordance with the provisions of title 20, “agency heads will in addition to any deputy authorized pursuant to law, designate by title three emergency interim successors and specify their order of succession. These designations shall, each year, be reviewed and revised, as necessary, to ensure their current status.”

Line of succession for the Department of Libraries is as follows:

State Librarian  
Assistant State Librarian  
Library Information Technology Librarian  
Collections & Digital Initiatives Librarian  
Law Librarian