YUKON PUBLIC LIBRARIES

SUBJECT	POLICY NUMBER	EFFECTIVE DATE:
Community Librarian Recruitment	3	November 1998 **REVISED:** June 2000 December 2003 September 2006 **REVIEWED:** September 2008, 2009, 2012

POLICY STATEMENT

1. This policy provides guidelines for Community Library Boards on the recruitment of Community Librarians, substitutes and any other employees of the Board. It is based on the Public Libraries Act and Regulations and the Employment Standards Act.

COMMUNITY LIBRARY BOARD AUTHORITY

2. The Regulations of the Public Libraries Act give authority, subject to the approval of the Director, to Community Library Boards, to "be responsible for the hiring and supervision of librarians and assistants."

    - Community Librarians, assistants and other staff are the employees of Community Library Boards. Employees report to the Board and are responsible to the Board for their performance. As employees, they follow the directives of the Board and carry out tasks as delegated by the Board.

3. Community Librarians have a close working relationship with Government of Yukon Public Libraries Branch staff. Through their boards, they are responsible for implementing Public Libraries policies, procedures and guidelines in Community Libraries in accordance with the Public Libraries Act and Regulations and the Financial Administration Act Library Privileges and Fees Regulations.

DEFINITION OF EMPLOYEES

4. The Employment Standards Act governs the employment of staff of Community Library Boards and describes terms of employment, mandatory benefits and related issues.

    - An employee is defined as "a person…in receipt of or entitled to wages for employment or services performed for another". Employees are paid for their work. Hours of work are approved by the Board. The Board is the employer and its members cannot also be employees of the board.

RECRUITMENT

5. Adequate notice shall be given for all openings for paid positions in community libraries. The Board shall publicly advertise all recruitments through notices posted in the library, on public bulletin boards in the community and in any other appropriate venues for a period of two weeks (longer if possible) prior to the closing date. The Board shall notify the Director, Public Libraries Branch, of any vacancies in permanent positions.

5. Applications (in sealed envelopes) shall be accepted until 5:00 p.m. on the closing day, either in person at the Community Library or mailed to the library's postal address. Applicants should provide an up to date resume, a letter of interest, 2-3 phone references and contact information.

HIRING COMMITTEE

6. A hiring committee composed of 2-3 members of the Board designated by the Board shall select a short-list of qualified candidates (3 if possible) from the applications received.

7. Library staff, including the outgoing Community Librarian, shall not be involved in the recruitment process for Community Librarians, substitutes or other permanent staff. The Community Librarian may be involved in the recruitment of summer students or other temporary employees at the discretion of the Board.

8. The hiring committee shall interview the selected candidates.
   - All candidates shall be asked the same questions and provided with the same information. The Director, Public Libraries (or designate) is available to assist with interview questions and to participate in the interviews upon request.
   - Race, colour, gender, religion, ancestry, marital status, ethnic or national origin cannot be considered in the hiring process.
   - The hiring committee shall check the references of the successful candidate before making an offer of employment. References should include at least two previous employers and may also include additional personal references.

OFFER OF EMPLOYMENT

9. A verbal offer shall be followed by a written letter signed by the board chair ("Terms and Conditions of Employment") outlining the hours of work, start date, salary, probationary period (usually 3 months) and any other pertinent information.

10. The Board Chair (or designate) shall notify the Director, Public Libraries of the successful candidate once she/he has accepted the position.

11. Other applicants shall receive verbal notification by the hiring committee, and may be considered for other work (e.g. as substitutes).

CANCELLED COMPETITION

12. If no qualified applications are received, the board can choose to cancel the competition. The Director, Public Libraries should be consulted in such situations.

ORIENTATION & TRAINING

13. At the discretion of the Board overlap between outgoing and incoming librarians can be provided for orientation and training.

15. Public Libraries Branch shall provide introductory training to the new Community Librarian as feasible. Where possible training shall take place in the Community Library immediately following the interview process.

    - Training is also provided in Whitehorse as part of the annual community library workshop or can be arranged in Whitehorse on a separate occasion at the Board's request.

Approved:

Director, Public Libraries Branch	Date

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