

7.1.6.

AMERICAN LIBRARY ASSOCIATION

Item: CONFERENCES AND MEETINGS Item Number: 204.14
Approved by: ALA Council Page: 1 of 1
Issue Date: January, 1971 Supersedes: _____

Placement facilities at conferences

WHEREAS, The present economic conditions in the United States indicate a shortage of professional library vacancies; and

WHEREAS, It is increasingly difficult to identify vacancies to potential applicants; and

WHEREAS, Librarians seeking employment have attended the Midwinter Meeting at considerable personal expense; and

WHEREAS, Library representatives have attended the Midwinter Meeting for the purpose of interviewing candidates who are qualified for vacancies in their libraries; and

WHEREAS, The opportunities for employers and candidates to confer directly on placement are severely limited through lack of staffed facilities for placement; be it

RESOLVED, That the appropriate agency of the American Library Association take positive steps to insure that a staffed placement service be available at all future Annual and Midwinter Meetings of the Association.

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CONFERENCE PLACEMENT CENTER GUIDELINES

PREAMBLE

The American Library Association provides placement facilities at each of its annual and midwinter meetings. These facilities are intended to provide an opportunity for librarians to review information about a large number of job openings, make application to those openings where they meet the requirements, and interview for those positions with representatives who have hiring authority or initially screen applicants. In addition, it allows employers who are seeking professional librarians for employment to review applications from individuals who are seeking employment, and to interview those who meet requirements for the job. Facilities are made available at no cost to the users, thereby allowing these activities to occur at minimal cost to libraries and librarians alike. In order to make the placement service as effective as possible, all users must recognize certain responsibilities.

EMPLOYERS

(1) Employers may not list positions which indicate a preference for any applicants on the basis of race, religion, sex, national origin, age, physical or mental handicap, or individual life style, unless such criteria are bona fide occupational qualifications.

(2) Employers should make every effort to list positions prior to the deadline for advance registration, thereby allowing maximum exposure.

(3) Job orders should clearly delineate the responsibilities, prerequisites, and selection criteria for the position. Selection criteria should be based upon the ability to adequately perform the job and should not be reflective of the job market.

(4) Employers should interview librarians for only those positions which actually exist and are listed with the placement service. If an employer is recruiting for a position which is not yet authorized and/or funded, notice to this effect should be given on the job order and during the interview.

(5) Employers should refrain from asking questions of applicants which might be used to violate state or federal laws. Such questions refer to religion, race, national origin, political affiliation, family status, age, individual lifestyle, or union membership. See appendix for possibly discriminatory questions.

(6) Interviews should be conducted in private and without interruptions.

(7) Employers should have available for review by the applicant a detailed job description, an organization chart of the library, and the institution's affirmative action plan.

(8) Once an offer for employment has been made, the employer should discontinue recruiting for that particular position unless applicants are so advised.

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(9) Employers should check the message center frequently, and acknowledge all messages. This may be done by simply using the back of the applicant's message card.

(10) Employers who are interviewing should state on the job order where resumes may be sent.

APPLICANTS

(1) Applicants should not interview for positions unless they have application forms on file with the placement service.

(2) Applicants should provide as complete information as possible on the application form.

(3) Applicants should be prepared to provide employers with copies of resumes and names and addresses of references.

(4) Applicants should make some effort to learn about the library and the job prior to an interview.

(5) Applicants should not accept interviews after they have accepted employment.

(6) Applicants should check the message center frequently and acknowledge all messages.

(7) Applicants should not attempt to contact employers except through the message center in the placement center or as otherwise instructed.

(8) Applicants should respond to all job offers within a reasonable period of time.

(9) Applicants should return job order binders promptly and use only one binder at a time.

(10) Applicants should make every effort to file applications prior to the deadline for advance registration.

Appendix

QUESTIONABLE QUESTIONS

The following questions are commonly asked of employees innocently, but may establish a basis for discrimination because of race, color, religion, sex, or national origin. Some questions are permissible if asked of all applicants and responses are treated alike. The applicant, though, does not know this is the case. Some states have outlawed certain pre-employment questions. A listing of state agencies to contact for this information may be found in Civil Rights Directory, U.S. Commission on Civil Rights Clearing House Publication, No. 15 (revised), 1975.

Where were you born?

Where were your parents born?

What is your native tongue?

How did you learn a foreign language?

What name did you have at birth?

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Do you attend church-? Which one?
Do you have small children at home?
What will you do if your daughter has to stay home from school?
When do you plan on starting a family?
Are you on "The Pill"?
What social organizations do you belong to?
Are you married?
Have you ever been arrested?

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