

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 103

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EMPLOYMENT OF ALIENS AND MINORS

Reviewed 4/1/98

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Aliens

Employment is conditioned on the employee's ability to produce proof of a right to work in the United States; this includes eligibility and identification information as prescribed by the Department of Immigration and Naturalization Services.

Minors

Only applicants 16 years of age or older will be considered for employment by the Association. Applicants who are sixteen (16) years of age will require a work permit from the Board of Education.