



Association for Rural & Small Libraries Proposed Guidelines for Job Submissions to Website

(Approved by the Board November 16, 2012)

Submissions are open to libraries (location, branch or system) serving a population of 25,000 or less or who are members of ARSL.

Posting Guidelines

Information received will be formatted in a standardized form and (if it meets the required guidelines) added to the website in the order received. Job ads will be removed on or shortly after the posted closing date. If no posting date should exist, job ads will be removed one month from date of receipt.

Job postings must contain the following minimum information or they will not be posted:

- Title of position
- Location of opening
- Institution posting the opening
- Application contact information

Posting Format

It is suggested that employers submit the following information:

Closing Date

Job title

Is this a Full-time or Part-time position (and possible hours)

Library Location

Institution

Website (if applicable)

Duties/ Job Description

Qualifications

Will Out of State candidates be accepted

Salary Range

To apply (What to send and how to contact)
