



Policy: Posting Jobs to ARSL's Web Site

RESPONSIBILITY: MEMBERSHIP DEVELOPMENT COMMITTEE

- DATE ADOPTED: November 16, 2012
 - DATE AMENDED: this space reserved for future amendment dates
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Statement of Purpose

As a member benefit, ARSL accepts job postings from libraries (single, branch, or system) serving a population of 25,000 or less or who are members of ARSL. These will be posted on the Association Web site, www.arsl.info, using the following criteria.

Posting Guidelines

Information received will be formatted in a standardized form and, if it meets the required guidelines, added to the Web site in the order received. Job postings will be removed on or shortly after the posted closing date. If no closing date is specified, job postings 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



- Full-time or part-time and possible hours
- Library location
- Institution
- Web site, if applicable
- Duties / job description
- Qualifications
- Whether out-of-state candidates will be considered
- Salary range
- What applications materials are required and where to send them.

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