



Policy # 300-2

Adopted Date: March 2004

Revised Date: April 2021

Posting Library Job Announcements Policy

The Library Director or Designee shall draft a job description that is approved by the library board of trustees or use a current board approved job description.

Depending on the position, there may be occasions when the Seymour Library will post a job announcement at the library itself and/or in the community newspapers. A copy of the announcement shall be placed at the Information Desk. If a request is made, Information Staff shall provide the interested party with a current Monroe County job application and announcement.

The job announcement shall be posted to:

MCLS listserv	Monroe County Library System Post directly to mclslist@libraryweb.org
RRLC listserv	Rochester Regional Library Council Post directly to rrlc@rrlc.org
DLIS listserv	SUNY Buffalo, Graduate School of Education—Department of Library and Information Sciences Post directly to ubmls-l@listserv.buffalo.edu
SLIS listserv	Syracuse University, Graduate School of Information Science Email to: careers@syr.edu

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Reviewed: