

## Appendix E

### **CRITERIA FOR CHOOSING A HEAD LIBRARIAN**

From the job applications received, a Board Committee will interview and choose the most appropriate candidate with consideration of the following recommendations:

- (1) Priority will be given to applicants with a grade 12 education, courses related to library work, library experience, as well as, an interest in taking further library-related courses to upgrade his/her skills.
- (2) Computer literacy is of great importance, as well as willingness to train on library related programs.
- (3) This person must have good communication and management skills and be able to operate independently.
- (4) This person should be courteous, friendly and be able to respond to any and all public situations.