

Employment Policy

In the event of a vacancy, the Library Director will post the position via the library website, social media pages, in-house bulletin boards, and if necessary, online job boards. Postings will be open for a minimum of one week and maximum of two weeks. Applications will be available for pick-up at the library or online via the library website. Applications may be submitted in-person or via email. The Library Director will then review applications and conduct interviews. The Library Director may confer with the Library Board Personnel Committee regarding the applications and interviews. Applications will be kept on file at the library for a period of one year but new applications can be submitted for each job opening. Job applications may be submitted at any time, not only during job openings.

The following positions require specific educational qualifications:

- Library Director: ALA-MLIS preferred; Bachelor's required
- Assistant Director: Bachelor's preferred; Associate's required

The educational qualifications for all other full time positions will be:

- High school diploma/GED; Associate's or experience preferred, related to the position in question

As all employees of the Harrisburg District Library will come in direct contact with the public including youth of all ages, the library will conduct a reference check. Additionally the library may also conduct a background and/or criminal check prior to offering employment to an applicant. Background/criminal checks will be conducted via a third-party agency and will be in compliance with any applicable state and federal laws. All findings and documentation from said checks will be sent directly to and kept by the Library Director. Failure to pass a reference, background, or criminal check will result in the Library rescinding any offer of employment.

