

POLICY: **APPOINTMENT OF DIRECTOR OF LIBRARY SERVICES**

POLICY #: **B-HR-09**

COMMITTEE:	Human Resources Committee	PASSED:	February 2004
TOPIC:	Recruitment and Employment	AMENDED:	26 November 2015
		REVIEW PERIOD:	As required.

PURPOSE

This Policy is to ensure that there is clear understanding on the appointment of the Director of Library Services.

SCOPE

The Policy applies to the Library Board.

POLICY

Under Part 2, Section 9 of the *Library Act*, it stipulates that the Library Board “must appoint a chief librarian.” The North Vancouver District Library Board shall ensure the appointment of a qualified Director of Library Services. The Board shall determine specific criteria at the time of posting for the position.

ROLES AND RESPONSIBILITIES

The Library Board is responsible for maintaining this Policy.

The Human Resources Committee is responsible for conducting a rigorous recruitment and selection process when the library has a vacancy of the Director position. The Committee is responsible to make its recommendation for the appointment of a qualified Director of Library Services to the full Board for approval by the Board.

Human Resources Manager is responsible for supporting this policy and any related considerations.

All parties are responsible to hire within the BC Human Rights Code and to maintain confidentiality throughout the process.