

**EMPLOYMENT PROCEDURE
MERCER COUNTY PUBLIC LIBRARY
109 West Lexington Street
Harrodsburg, KY 40330**

1. Notification of job openings is posted in one or more of the following:
 - Mercer County Public Library Community bulletin board
 - MCPL Website
 - Local newspaper
 - Surrounding area newspapers
 - Kentucky Department for Libraries and Archives website
2. It is necessary to complete an application for *any position*. Résumés and cover letters should accompany the application in order to provide a more complete understanding of qualifications and experience.
3. Information requested on the application should be answered as completely as possible.
4. Applications and résumés will be accepted until the deadline date as listed in the advertisement. (1-18)
5. Applications and résumés should be **mailed** to Robin Ison, Director
Mercer County Public Library
109 West Lexington Street
Harrodsburg, KY 40330
OR submitted at the library in a sealed envelope, marked “To the Attention of Robin Ison.”
6. Applications and résumés are kept on file for three (3) months from date of signature. Within this timeframe, should positions become open, on-file qualified applications will be reviewed.
7. **Interviews will be granted for those applicants whose qualifications and skills are most appropriate for the position.** Interviews are conducted by the director and when appropriate by the director and an interview committee. The committee can consist of the director, Trustees, regional consultant, and staff members.
8. Those granted interviews will be notified when the position is filled.
9. Background checks will be required of job candidates before hire. Prior to an offer of employment, a candidate will be required to submit an application to KSP for background check. Should candidate have lived in states other than Kentucky, MCPL reserves the right to require background checks from those states. Safe driving records will be verified as necessary to position.
10. No person will be hired to work at Mercer County Public Library who is related to a current member of the Board of Trustees or to a current employee. Relationship covers spouse, children, parents, siblings, first cousins, uncles, aunts, nieces, nephews, grandchildren, and grandparents.
11. Mercer County Public Library reserves the right to re-post a position.
12. Mercer County Public Library does not discriminate on the basis of race, religion, sex, national origin, age, or disability in employment or the provision of services.

PLEASE KEEP THIS SHEET FOR YOUR INFORMATION.

Updated and approved by Mercer County Public Library Board of Trustees 2/14/2011.