**Columbus Public Library Youth Services Director hire**

Date \_\_\_\_\_\_\_\_\_\_ Interviewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notetaking tip for interviewers:

* Please take notes however you’d like as the candidate answers.
* Please take a moment at the end of the answer to write a quick overall impression of the answer. Something like: above average, average or below average. Or awesome, OK, cruddy. Or thumbs up, sideways or down. Whatever works for you.

Youth Services Librarian

Tell us about your experience with kids from birth through teen years.

Would you please walk us through your story time plan?

FOLLOW UP: What do you do if your storytime crowd was particularly restless and rowdy during a certain book?

FOLLOW UP: If attentions are waning, what would you do?

FOLLOW UP: How did you incorporate Early Literacy components into your storytime plan?

Please walk us through your teen program?

The Summer Library Program is a traditional library program for people of all ages. What do you see are the benefits of a summer reading program?

A patron comes into the library, comes up to you, and states loudly: “This is a terrible book for children. I want you to get rid of it.” How do you handle this situation?

This position is responsible for all youth and teen materials selection. Please share your collection development experience with us. What’s your general theory on collection development?

FOLLOW UP: How does weeding fit into your experience and theory?

FOLLOW UP: What do you consider to be your weaker areas of selection knowledge? Stronger areas?

Programming and community

What about this job most interests and excites you?

Hopefully you’ve taken a moment to review our June/July program schedule for the library. What are you excited about?

 FOLLOW UP: What are you excited about adding?

What are some ideas you might have on using technology to help connect children (and their caregivers) with the services and programs that a public library has to offer?

Please share with us some ideas you have on how the library might collaborate with other community entities and groups.

The job can require some juggling of multiple tasks that might all hit at the same time. What do you do if something like this happens?

* You are standing in the program room with two staff members who are chatting about what to do first as they prepare the room for your program later that day. At least one of them should be at the Children’s Circ desk at that time.
* Then, you overhear a couple of kids starting to quibble over the computer in the next room.
* At the same time THAT ONE mom comes in dragging her kids behind her. She walks right up to you and, in a very loud voice, demands to know why the books she needs for her kids are *never* on the shelf.

Knowing that this job requires paying attention to a variety of tasks like planning and leading programs, collection development, patron services, working with community organizations and fitting all the random stuff that comes up each day, how would you apply your time management and personal organization skills to the job?

Managerial

Please give us an example of when you’ve collaborated in a team setting.

What kind of leader are you?

Give us an example of a time you worked hard to make your co-worker feel more comfortable in their job.

Please give us an example of a time when you sensed someone was having a bad day and what you did to help that person.

In the last month, how have you made a difference in someone’s life?

The job will require some administrative work. How comfortable are you in dealing with things like finances, staff scheduling, building maintenance issues and things like that?

FOLLOW UP: How comfortable will you be acting as the Librarian-in-charge when the Director is not in the building?

Library service is a constantly changing field. How do you keep current with trends in areas like technology, collection development, programming and library operations?

In your opinion, why is Youth Services Librarianship important?

Before we start to wrap up, is there anything else you think we should know about you?

If you were offered this position, when would you be available to start?

What questions do you have for us?