

Librarian Job Interview Questions And Answers



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Librarian Interview Questions And Answers Guide.

Question - 1:

What type of schedule would you set up for library classes?

Ans:

- * Librarian should be able to schedule the library space for maximum and most effective use of the space using a flexible schedule and open access
- * A public version of the library's master schedule should be clearly posted
- * Librarian should schedule classes as a result of planned library use and instruction in order to integrate with classroom learning experiences
- * The library schedule should provide access to resources, opportunities for independent and group learning, and instruction in information fluency skills

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Question - 2:

How do you develop and maintain a library collection that will meet the needs of our students, parents, and staff?

Ans:

- * Librarian should survey the needs and interests of students, teachers and parents in the school
- * Librarian should use professional review sources (e.g., School Library Journal, Booklist, Horn Book) and collection development/selection tools (e.g., Titlewave) to develop material orders
- * Librarian should regularly read a wide variety of material for school-aged children and young adults
- * Librarian should provide materials in a variety of formats including print, e-books, software, electronic databases, audio/visual, etc.
- * Librarian should continually discard (weed) old, damaged, and out-dated materials to maintain a collection that meets the needs and interests of students, teachers, staff and the curriculum

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Question - 3:

How to encourage students or children to read?

Ans:

1. Research on reading generally agrees that the most critical aspect of reading is how a child feels about reading. Positive reinforcement from parents and teachers helps. Children need to know that adults in their lives care about reading.
2. Research also agrees that in most cases, forcing a child to read will yield no positive results. Most children should not be REQUIRED to read each day, especially if it's forced reading for pleasure. Some families find that having a reading time when the whole family reads works. Even if the child is reluctant, he knows that the time is reserved for reading. Let him choose to read light material, if nothing else.
3. A book allowance is a good idea. In addition to whatever other allowance a child may receive, provide an allowance for books. Even if the allowance allows for the purchase of one paperback book or magazine a week, you've helped encourage reading
4. Regular visits to a good magazine rack, coupled with purchases, provide reading material. Parents will probably want to exercise some judgment on reading purchases, but magazines your child shows some interest in and which you approve are a good way to provide material and encourage reading.
5. Subscriptions to a magazine or magazines for your child or student are a good idea. There's a certain amount of excitement in "ownership" and a for many students it's very exciting to receive mail.

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Question - 4:

How would you promote reading?

Ans:

- * Librarian should provide a wide variety of programming (e.g., author visits, author chats, displays, book talks, summer reading) to promote reading throughout the school
- * Librarian should use technology to promote reading (e.g., Web-based catalog, author Websites, wikis, blogs)
- * Librarian should collaborate with public library for book talks and community outreach activities

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Question - 5:

What is library automation? How do you use and maintain a library automation system?

Ans:



- * Automation is a software package used to assist building level librarians with the management of the library catalog (OPAC-Online Public Access Catalog), circulation, material and patron activity, as well as the production of a variety of reports and statistics
- * There are many automation programs, some of which are Web-based and others of which are only accessible at the library
- * Librarian should have a basic understanding of the automation process, maintenance of a library automation program, importation and deletion of material records, preserving the integrity of catalog records, the regular back up of data, the use of the system to monitor and prepare reports of library circulation and usage

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Question - 6:

What kind of library attracts students, staff and parents?

Ans:

- * Library should be a central hub for student achievement and independent learning
- * Library should be a bright, warm and inviting space that welcomes students, staff and parents
- * Library should be a well-maintained space that incorporates comfortable reading areas, an instructional area (for whole groups, small groups and individuals), clear signage, creative displays and technology

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Question - 7:

What do you see as the role of the librarian in the school setting and what do you hope to bring to the library?

Ans:

- * Librarian should be an instructional leader in the school
- * Librarian should provide professional development for teachers
- * Librarian should communicate regularly with staff, students, and parents about library resources and programs in various forms (e.g., print and electronic newsletters, displays, Web page)
- * Librarians should assist the school in integrating the library program into the Comprehensive Educational Plan (CEP)

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Question - 8:

How do you connect what you do in the library with the classroom curriculum?

Ans:

- * Librarian should collaborate with classroom teachers to design inquiry based units that integrate the teaching and application of information fluency skills
- * Librarian should collaborate with classroom teachers to co-teach whenever possible

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Question - 9:

How would you integrate technology and information literacy skills into your work with students and teachers?

Ans:

- * Librarian should be comfortable using technology on a consistent basis
- * Librarian teaches technology and information literacy skills from the Information Fluency Continuum (IFC)
- * Librarian understands the inquiry process and how to infuse information literacy skills in collaboration with teachers across the curriculum
- * Librarian expresses knowledge of a particular research methodology (e.g., Independent Investigation Method, Big 6)
- * Librarian should stay up-to-date on the latest technologies and their use for teaching and learning
- * Librarian should provide access to online databases and electronic resources
- * Librarian should ensure the library is integrated into the school's technology plan
- * Librarian should communicate to students and faculty the ethical and safe use of technology
- * Librarian should offer professional development to teachers on the use of technology and electronic resources for content-area learning

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Question - 10:

What is your philosophy of education? How does your vision of the school library fall within this philosophy?

Ans:

- * The school library fosters a community of learning, literacy, and inquiry that leads to high academic achievement
- * The school library is an integral part of the school and serves as a hub for learning and student success
- * The school library has an important role in fostering independent reading

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Question - 11:

How do your background, education, and work experiences qualify you for the position of Library Media Specialist?

Ans:

- * Librarian working with grade 7 and above must have a School Librarian Certification (e.g., Teacher of Library - Elementary, Teacher of Library - Secondary, Library Media Specialist)
- * Librarian should be comfortable using and integrating technology throughout his/her work with students and teachers
- * Librarian should be capable of differentiating learning for all students
- * Librarian should have an understanding of the library's role in reading motivation and school-wide programming
- * Librarian should have an understanding of inquiry-based learning and teaching information fluency skills

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Question - 12:



Do you think the physical attributes of the library make a difference to the students?

Ans:

Yes, I think that a library should be spacious and have such colors that do not bother anyone. If the library is bright and colorful, anyone would like to come to the library and read more and therefore gain more knowledge.

Another important aspect of the library is the systematic presentation of the data that stores in the library. Therefore, if we come up with novel ways to allow better access to the students, it would be great.

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Question - 13:

How can the librarian and teacher help each other when it comes to enhancing the education of the students?

Ans:

A teacher and a librarian can prepare special programs from the resources they have to enhance the educational experience of the student.

The teacher and the librarian can sit and discuss the knowledge that is being offered to the students, and whether the teacher has any data or information related to that subject.

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Question - 14:

What is your role in the educational system as a librarian?

Ans:

As previously discussed, a librarian has an integral part in the educational system. The librarian can basically be considered as the resource provider to the teachers and their students. The teachers and the librarian should come up with programs that help in increasing the knowledge base of the students.

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Question - 15:

How technically sound are you? Are you comfortable with library management software?

Ans:

The computer and the Internet are an integral part of almost every aspect in the world today. Almost every job will have the employee use a computer or the Internet in some way or the other.

Therefore, to answer his question in the correct manner, you should be awareness about the Internet. You should also be aware about any software that is being used by librarians on a general basis.

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Question - 16:

What are your qualifications for the job of a librarian?

Ans:

Most job postings today require a qualification of some sort. Therefore, it would be a wise idea to carry along any and every document relevant to your profile. Of course, the interviewer may or may not have time to view the documents, but carrying those two or three pieces of paper would mean a lot if the interviewer has time to go through them.

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