

Recruitment, induction etc of new members of the Library Management Committee

1.0 Background

- 1.1 From time to time the Library Management Committee has people wishing to resign and so vacancies are created for other people to join.
- 1.2 Whenever this happens – or at any other time - if the Committee decides that it wishes to recruit a new member, it should consider the skill-set that it requires at that time and plan its recruitment accordingly. The skill-set may or may not be the same as that of the departing committee member.

2.0 Recruitment

- 2.1 In either of the above situations, the committee will need to recruit new members and should agree what its recruitment approach will be.
- 2.2 Recruitment will generally be from all sections of the community and will be in line with the Library's Equal Opportunities Policy. Positive action in recruitment may be used where appropriate.
- 2.3 When one or more candidates have been identified, they should be asked to complete a skills audit (see Appendix 1). This should demonstrate clearly the skills that the prospective committee member would bring, which would be relevant to the work of the committee.
- 2.4 If the departing committee member has left a specific skills gap that the committee requires to be filled, then the audit should explicitly address this gap.
- 2.5 A prospective candidate should also be asked to attend a monthly management committee, as an observer. This is so that the prospective committee member can meet the existing members, view the committee in action, and if necessary, discuss the role in question.

3.0 Appointment

- 3.1 The committee then considers the application and informs the applicant whether or not they have been successful.
- 3.2 Where multiple applicants are being considered for the same role, the best fit of skills to the role on offer will be used to decide the successful applicant.
- 3.3 The chair of the committee (or whichever committee member led the recruitment process) will contact the successful applicant to offer the role.
- 3.4 The outcome is recorded as an item in the minutes to the next committee meeting.

4.0 Induction

4.1 Once appointed, a new committee member will require an induction. This will comprise the following:

- A log-in to the website so they can access relevant library documentation
- A requirement to read 'Introduction to the library' on the website, if they have not yet been given a copy of this (available on the website)
- A requirement to read at least the most recent set of committee papers and minutes (available on the website)
- A requirement to read all library policies (available on the website)
- A discussion or exchange with the chair of the committee as to whether they would feel the benefit of a mentor for the first few meetings.

Approved by LMC November 2025

Review November 2026

Appendix 1

Barrow Community Library

Skills audit for prospective new committee member

Name

Date of completion

All prospective new committee members are given i) Introduction to the Library and ii) the terms of reference for the Library Management Committee. Once you have read them, please read through the list of skills in the table below.

Put a tick against all the skills you think you have, then select the **three** you think you bring most and tell us why you think you have that particular skill.

Tick	Skill	Definition	Describe (three only)
	Communication - written	Can effectively communicate ideas and information in writing	
	Communication – verbal	Can effectively communicate verbally, ideas and information	
	Communication - listening	Can effectively pay attention to, and interpret what other people are saying	
	Teamwork	Can work effectively with a group of people to complete a task	
	Time management	Can manage time to complete tasks and achieve goals within a time frame	
	Problem solving	Can identify obstacles to the completion of a task and devise solutions to overcome them	
	Decision making	Can make an informed and calculated decision out of several alternatives	

	Leadership	Can lead others to work together to complete a task	
	Organisation	Can arrange and structure time and resources to complete a task	
	Self-confidence	Can express own ideas clearly and diplomatically when working with a range of people	
	Creativity	Can think up new ideas, alternatives and solutions relating to a task and turn them into reality	

Tell us below about relevant experience or interests you have that may be useful in the role together with anything else that you feel is important.

Experience	
Interests	
Other	

If your application is further to a particular vacancy on the committee eg finance, please tell us anything additional about your suitability for it here.

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