

Interview Questions

Art + Architecture + Planning Librarian:

1. What do you bring to this position?
2. Tell us about an interpersonal conflict, how did you address it, and what would you do differently
3. Which of the three subject areas is your strongest, which weakest and what would you do to strengthen the weak one
4. What elements need to be there for you to feel good in this position
5. Experience on reference
6. What do you like most about reference
7. Example of instruction session, what worked, what didn't, how would you do that differently
8. An example of taking initiative (in public services), did you find resistance and how did you solve that
9. Group work situation
10. How would you liaise with faculty
11. Collection development experience, how would prioritize and make sure you get the most important and current material
12. Computer experience: tutorials, websites, blogs, rss
13. Which is the major direction that libraries are going? Challenges about it. How to face them.
14. When you've had too many projects at the same time, how did you deal with it, what is your strategy to prioritize
15. How do you deal with stress?
16. Written: While your supervisor is away, a visiting professor gives access to students to a expensive database your library doesn't subscribes to. You find out when a student tells you about it and how great it is to have access to the database. When your supervisor comes back, you'll be away. Write message explaining the incident to your supervisor and how you handled it. (20 minutes)

Liaison Librarian for School of Interactive Arts & Technology / Criminology (9 month contract):

1. How did you prepare for this interview?
2. Background and experience to answer questions from all disciplines at the ref desk
3. Example of disagreement with team member and how did you deal with it
4. Example of innovation
5. Example of angry patron
6. Scenario: hands-on workshop and internet is down
7. Scenario: extended ref question, backup hasn't shown up and have to teach in 10 minutes
8. Collection development experience

Phone interview – Architecture and Environmental Design Librarian:

1. Why are you interested in this position?
2. What skills would you bring to this position?
3. This is a tenure track position. Explain your experience in outreach, instruction, collection development and community development

Follow up questions based on my answers:

4. What areas would you promote with faculty and students
5. Outreach ideas
6. TA experience in architecture

Phone interview – Architecture Librarian:

1. Why are you interested in this position?
2. What do you most like and dislike about your current job?
3. What are your strengths and weakness?
4. A student writing about an artist, designer or architect. What would be your search strategy?
5. Tell us about a difficult situation at work.

Vancouver Public Library (on-call):

1. What attracted you to VPL? What particular area of public libraries do you want to work in?
2. List 3 skills or qualities that make a good candidate
3. Experience doing instruction
4. How have you modified instruction?
5. Experience doing public speaking/presentations. What/How did you get feedback? What do you with feedback?
6. Describe 3-5 technology trends in public libraries, describe why they are issues and explain your skills and experiences in these areas.
7. Describe your past experience as a member of a team. What skills/traits/role did you play? What did you learn from this experience?
8. Describe an experience where a supervisor did something you didn't agree with.
9. How would you redesign the VPL website?
10. The Library is increasingly working in and with communities, some librarians find this difficult/uncomfortable. Tell us about experience that you have that would help you with this.
11. Tell us about a time when you had conflicting priorities. How did you handle this, what did you learn?
12. VPL has undergone a lot of changes. What do you think of change? How do you deal with change?

Written questions (30 minutes):

13. What do you consider to be the key issues in public libraries today? Are there any issues particular to VPL that you want to comment on?
14. Public libraries are trying to find ways to reach all members of their community. Who may not be using the library and why?

Burnaby Public Library (On-call):

1. Tell us about your background and how that experience relates to this position
2. Why do you want to work here?
3. Explain the difference between ok and excellent customer service
4. An adult patron complains of 2 or 3 noisy children who are on a computer terminal, what do you do?
5. Patron needs help completing the BC benefits online orientation (welfare application)—he was told that there is a several month wait to do this orientation in person
6. A child comes looking for help finding information on electricity on the internet
7. Describe an issue in public libraries in the future. Future trend, where are libraries going?
8. What are 3 adjectives that coworkers would use to describe you?
9. Any questions for us?

Multicultural Services

1. How would you familiarize yourself with the multilingual collection?
2. How would you familiarize yourself with an existing work group?
3. If you thought that certain procedures didn't make sense or you thought there were better alternatives to them, how would you go about bringing this up to the group?
4. How would you deal with difficulties within the group?
5. A Serbian patron complains about the absence of a Serbian collection in the library, comparing it to the Chinese and other collections. He wants to donate a small selection of Serbian classics to get you started. How would you handle this?
6. VPL is organizing a series of readings with local writers in their original language. How would you go about finding and inviting these writers?
7. The librarian in this position will be responsible for the division webpage and blog. What experience do you have that is relevant to this?
8. How would you ensure that these tools are useful and up to date?
9. Would you allow others to edit, or would you remain solely responsible?
10. (Written) Every year each division submits their section for the strategic plan of the library. This year you have been assigned to write the section for the multilingual division. Describe what your process would be.

Reference Humanities and Social Sciences (6 month contract)

Subject areas: women studies, GLTB studies and social work (information given at the interview)

1. Why should we hire you for this position?
2. How would you familiarize yourself with the collection in assigned subject areas?
3. How would you tell a student which databases are useful in a subject area?
4. How would you define the learning objectives for an instructional session and how would you assess that this objectives have been met?
5. Time management: how would you prioritize tasks that you need to get done? If there were the need, how would you decide what to drop?
6. You are teaching a workshop and a student keeps asking irrelevant questions and talking about personal issues, what do you about it?
7. A second year sociology student needs to write a 10-page paper due the next day on child

pornography and the internet, how do you help her?

8. Would you like to add anything?

Architecture Librarian - phone interview

1. Why did you apply to this position?
2. Tell us about your experience in different areas
3. What relevant background do you have?
4. Tell us about relevant work experience
5. What aspects of this job would be new for you
6. What do you like/dislike in your present job
7. What is your experience as supervisor
8. What is your experience in collection development
9. What do you know about the particular clientele that you would be serving
10. Do you know specific aspects of copyright affecting architecture images
11. How does being an architecture librarian fit in to your career plan?
12. What is your impression of the architecture school at our university?
13. Would you be ok working at a catholic institution? Do you have questions about this?

Architecture and Instruction Librarian - phone interview

1. What interest you to this position?
2. What experience do you have in instruction?
3. Tell us about your favourite work experience.

Architecture and Planning Librarian – phone interview

1. Why are you interested in this position?
2. Do you think architecture students and faculty need different information that in other humanities disciplines?
3. What is your experience in community and regional planning?
4. How would you increase the day-to-day importance of the library to architecture?
5. What is your approach to public services? Has it changed with the increase in technology?
6. Has your approach to collection development changed with changes in technology?
7. Why are you the right match for this position?

Presentation topics

1. You have been asked by a faculty member in the School of Community and Regional Planning to do a presentation for her students on recommended library resources (and how to access them) for the course Plan 425: Introduction to Contemporary Planning Issues. The faculty member mentions to you that she has approximately 40 students in this course, and that they are a mix of 1st, 2nd, and 3rd year students.
2. Describe one digital image database that you consider essential for students in the fields of architecture and/or design/media arts. Discuss and demonstrate for an audience of librarians how you would present it to: a) undergraduate students, b) graduate students, c) faculty. This session has the objective of “teaching the teachers”, giving the librarians a road map of how to present this database to different groups.
3. Based on your knowledge and experience how would you prepare and deliver library instruction for Architecture and Environmental Design Students.
4. How you would approach imbedded instruction in the School of Architecture?
5. Open presentation on the general topic of issues and trends in architecture libraries
6. What new initiatives would you undertake to actively engage the School of Architecture community? How would you ascertain and support the evolving teaching, learning, and research needs of faculty and students from the diverse programs (Architecture, Architectural History, Community and Regional Planning, Historic Preservation, Interior Design, Landscape Architecture, and Sustainable Design) within the School of Architecture?

Interview Schedules

Art + Architecture + Planning Librarian:

This email is to confirm that you are scheduled for an interview on Thursday, October 12th, 2006 at 11:00am. The interview will take place in the X Library in room X.

The Selection Committee members are:

- Librarian, Humanities & Social Sciences
- Rare Books & Special Collections Librarian
- Electronic Resources Librarian
- First Nations Librarian
- Reference Librarian, Science & Engineering
- AUL, Arts, Humanities & Social Sciences
- Librarian, Fine Arts (supervisor for this position)
- Associate Professor, Community and Regional Planning

As part of the interview process, the committee would like all candidates to come prepared to provide a 15 minute presentation to reveal your presentation outline and the first several minutes of your talk to the students.

Scenario: You have been asked by a faculty member in the School of Community and Regional Planning to do a presentation for her students on recommended library resources (and how to access them) for the course Plan 425: Introduction to Contemporary Planning Issues. The faculty member mentions to you that she has approximately 40 students in this course, and that they are a mix of 1st, 2nd, and 3rd year students.

The manner in which you deliver this presentation is up to you. A digital presentation is not required, but should you prefer a laptop and a projector, or any other media equipment, please advise me by Tuesday October 10th, 2006.

There will also be a written question, and will be revealed after your interview. The Electronic Resources Librarian will escort you to the HR offices where you will complete the question in a Word document.

Architecture and Environmental Design Librarian

Wednesday

Reference and Instructional Services Coordinator pick-up Martha from the airport & drop off at Hotel

Dinner with Dean of School of Architecture and Dean of Library Services (p/u Martha at 6:30pm from the Hotel Lobby))

Thursday

8:00 am	Escort Martha from Hotel to the library
8:30 – 9:30	Meet with Search Committee
9:30 – 10:15	Meet with Reference and Instructional Services Staff
10:15 – 10:30	Prep Time for presentation
10:30 – 11:00	*Presentation to library staff
11:00 - 11:30	Q& A, followed by Social Time
11:30 – Noon	Meet with Reference and Instructional Services Coordinator
12:15 – 1:30	Lunch (2 arch faculty, 2 librarians)
1:45 – 2:15	Meet with director of Media Resource Ctr.
2:15 – 2:45	Meet with the College Dean
3:00 – 3:45	Meet with Dean of Library Services
3:50 – 4:30	Meet with Search Committee
4:30 – 5:00	Library Tour
5:15 – 5:30	Drop-off Martha back to the hotel

*Presentation Topic:

Topic: “Based on your knowledge and experience how would you prepare and deliver library instruction for Architecture and Environmental Design Students.”

Architecture Librarian

Arrive on Sunday, April 20 @ 6:35 pm

Monday, April 21

8:30 Circ supervisor picks up, brings to Architecture branch

9:00 - 10:00 Architecture Library tour – circ supervisor

10:30 - 11:30 Search Committee: Engineering librarian, LA Acquisitions, faculty member in the School of Architecture

11:45 - 1:15 lunch with LA Acquisitions, Music/Performing Arts Librarian, reference/outreach librarian

1:30 - 2:30 Head of User Services

2:30 - 3:00 Benefits/Human Resources

3:00 - 3:30 Audio Video/Music area

3:30 - 4:00 Director of Libraries

4:00 - 5:00 Main Library tour:

art and architecture area, and Special Collections -

Head, Arts, Architecture and Media

6:30 dinner

faculty, staff member from the Art Image Library who also works part-time in the Architecture branch, curator in Special Collections

Tuesday, April 22

8:30 Head of the Arts, Architecture and Media picks up, brings to Main Library

9:00 - 10:00 Meet w/ Head of the Arts, Architecture and Media Department

10:30 - 11:30 Presentation: general topic of issues and trends in architecture libraries

11:45 - 1:15 lunch

Engineering Librarian, cataloguer for Architecture, digital projects librarian in Special Collections

1:30 - 2:00 Committee on Appointments and Promotions: head of preservation department, head of technical services, head of Library Systems, conservator - preservation department, and a reference librarian

2:00 - 2:30 Affirmative Action Officer

3:00 - 4:00 Architecture library staff

4:15 - 5:00 Art Image Library

6:30 dinner: Head of the Arts, Architecture and Media; art image library director; Byzantine Studies/classics librarian

Return to Vancouver on Wednesday, April 23



Date: May 7, 2008
To: Staff Attending Interview Meetings for the Architecture & Planning Librarian
From: Carol Johnson, Administrative Services Officer I
Subject: Interview with **Martha Gonzalez Palacios**

Monday, May 19, 2008

- 8:15 - 8:45am Orientation to the University of Texas Libraries: **Carol Johnson** and **Alma Rodriguez**, Senior Administrative Associate – PCL 3.242A
- 8:45 - 9:30 Coffee with **Beth Dodd**, Head Librarian, Architecture & Planning Library; **Damon Jaggars**, Associate Director for User Services; and **Laura Schwartz**, Head Librarian, Fine Arts Library – PCL 3.210
- 9:30 - 10:00 Meeting with **Dennis Dillon**, Associate Director for Research Services – PCL 3.214
- 10:00 - 10:15 Personal time/break
- 10:15 - 11:00 **Martha Gonzalez Palacios** will give a 20-minute presentation followed by a question and answer session: PCL 1.124
- Topic:** *What new initiatives would you undertake to actively engage the School of Architecture community? How would you ascertain and support the evolving teaching, learning, and research needs of faculty and students from the diverse programs (Architecture, Architectural History, Community and Regional Planning, Historic Preservation, Interior Design, Landscape Architecture, and Sustainable Design) within the School of Architecture?*
- 11:00 - 11:45 Meeting with the Professional Staff Personnel Committee: **Nancy Elder**, Head Librarian, Life Science Library; **Beth Kerr**, Theatre/Dance Librarian; **Susan Macicak**, Social Sciences Bibliographer; **Paul Rascoe**, Government Documents, Maps & Electronic Information Services Librarian; **Robyn Rosenberg**, Science Instruction Librarian; **Craig Schroer**, Electronic Information Services & Reference Librarian; **Tim Strawn**, Head Librarian, Cataloging and Metadata Services – PCL 3.120
- 11:45 - 1:15 Travel to and lunch at the Campus Club with **Aaron Choate**, Head Librarian, Technology Integration Services; **Wendy Martin**, Assistant Head Librarian and Book Repair Supervisor, Preservation Services; **Michele Ostrow**, Head Librarian, Library Instruction Services.
- 1:15 - 1:45 Meeting with **Frederick Steiner**, Dean, School of Architecture – Goldsmith Hall, 2.308
- 1:45 - 2:15 Travel to and tour of Battle Hall, Architecture & Planning Library, and the Alexander Architectural Archive with **Beth Dodd**

- 2:15 - 2:45 Meeting with Architecture & Planning Library and Alexander Architectural Archive staff – Battle Hall 202
- 2:45 - 3:15 Meeting with School of Architecture Library Committee members – Battle Hall 202
- 3:15 - 3:30 Travel to Perry-Castañeda Library
- 3:30 – 4:00 Meeting with User Services and Research Services professional staff: **Merry Burlingham**, Chief Bibliographer & Collections Officer; **Aaron Choate**; **Larayne Dallas**, Assistant Engineering Librarian; **Joe Dobbs**, Virtual Reference Coordinator; **Nancy Elder**; **Catherine Hamer**, Document Delivery Librarian; **AJ Johnson**, Information Literacy Librarian; **Matt Lisle**, Information Analyst; **Stephen Littrell**, Head, Access Services & Public Affairs Librarian; **Susan Macicak**; **Lindsey Schell**, English Literature & Women’s Studies Bibliographer; **Shiela Winchester**, Head Librarian, Classics Library – PCL 3.120
- 4:00 - 4:30 Meeting with the Administrative Council: **Dennis Dillon**; **Jim Dougherty**, Associate Director for Administrative Services; **Robin Fradenburgh**, Associate Director for Technical Services; **Damon Jaggars**; **Mark McFarland**, Associate Director for Digital Initiatives; **Sue Phillips**, Executive Associate Director;– PCL 3.120
- 4:30 - 5:00 Meeting with **Fred Heath**, Vice Provost and Director; and **Damon Jaggars** - PCL 3.222
- 5:00 - Closing meeting with Beth Dodd and Damon Jaggars and return to hotel