

ARL Position Description (PD) Bank

User Conduct Agreement

The PD Bank, as a collective work of academic and research libraries, can inform us about our industry and benefit libraries. It is an ongoing resource – not simply a one-time effort to collect documents. Submission of positions requires providing limited Standard Data to complement keyword search capabilities. The value and utility of the system and the ROI to participants is directly linked to the maintenance of the data and documents by users. Accordingly, use of the system brings with it the responsibility by institutions to submit a comprehensive set of positions for their institutions and to keep their data and documents up to date.

Users are responsible for all content that they post or disseminate and are expected to maintain behavior that consistently respects the rights of other users to access job descriptions, conduct scholarly research, and add quality content to the Bank.

Users of the PD Bank are cooperating to maintain a positive experience for themselves and others.

Users are expected to abide by the policies and procedures adopted for the use of the Bank. An Advisory Group of the PD Bank reserves the sole judgment to determine what behavior or practices constitute inappropriate use of the Bank. If inappropriate use persists, the Advisory Group reserves the right to issue a warning, suspend activity, or to restrict access to the PD Bank.

Note:

- Position descriptions and associated information should not include social security numbers, driver's license numbers, alien registration numbers, passport numbers, or birthdates; or bank account, credit or debit card information or the like; or personal contact information like home addresses.
- The decision about whether to include employee names on position descriptions should be made by each institution.

The undersigned agree that our institution will conform to the above.

Library Name: _____

Institutional Lead Name

Institutional Lead Signature

Date

Institutional Lead Email Address

Institutional Lead Telephone Number

Library Director Name

Library Director Signature

Date

Please return by fax to 352-392-4538 or by email to ARLPDBankHelp@uflib.ufl.edu