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Competencies Index for Public Library Staff

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Overview**

Core Competencies

Communication

Collaborative Relationships

Learning & Growth Mindset

Ethics & Values

In order to be successful, individuals working in public libraries need to be avid lifelong learners, committed to continuous improvement and self-directed training and development.

Last updated: August 13, 2014

Competency: Pursues a commitment to self-directed learning

Associated Knowledge, Skills and Abilities:

- Practises ongoing self-improvement in response to self-awareness and feedback from others
- Identifies as a lifelong learner and assumes responsibility for one's own learning
- Develops one's learning capacity by honing critical and creative thinking skills
- Asks questions to expand one's understanding and knowledge
- Seeks exposure to new ideas, both within and beyond the library field, and stretches beyond one's comfort zone.


Competency: Manages the ongoing development of competencies and the advancement of one's career

Associated Knowledge, Skills and Abilities:

- Actively pursues personal and professional growth through continuing education, including formal and informal training opportunities in a variety of formats
- Pursues new information and ideas in order to stay current
- Develops strategies for keeping up with new technologies
- Identifies learning needs and creates a learning path to achieve them
- Formulates a career plan that guides ongoing learning and development choices
- Recognizes the value of professional networking and actively participates in learning communities and/or professional associations
- Seeks opportunities to apply new knowledge and to share experiences, research and best practices with colleagues.

Competency: Anticipates and adapts to change with a sense of optimism and opportunity

Associated Knowledge, Skills and Abilities:

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- Develops the flexibility to accept change and the resilience to adapt with curiosity and enthusiasm
- Welcomes change as an opportunity to build a better future together
- Adapts to varied roles, responsibilities and circumstances
- Works to achieve excellence in service amidst a climate of ambiguity
- Anticipates future trends and recommends changes in priority or direction that are aligned with organizational goals and service demands
- Explores and adopts new technologies for their potential to deliver new ideas, products and services
- Proposes pilot projects as a way of experimenting with change
- Keeps a positive attitude in the face of challenges and unanticipated changes
- Supports self and others in pursuit of a healthy, balanced lifestyle; understands that health and wellness strengthen resilience and adaptability.

Competency: Pursues creative and innovative approaches to library service

Associated Knowledge, Skills and Abilities:

- Uses a wide variety of idea creation techniques, such as brainstorming
- Demonstrates imagination, curiosity and playfulness
- Works creatively with others, staying open to diverse ideas and perspectives
- Seeks innovative advances in public library service from other libraries
- Applies ideas for service innovation from other sectors and industries
- Demonstrates ability to move from idea to implementation, putting innovation into action
- Acts on creative ideas to make useful contributions to the library, the community and/or the library field
- Views failure as an opportunity to learn.