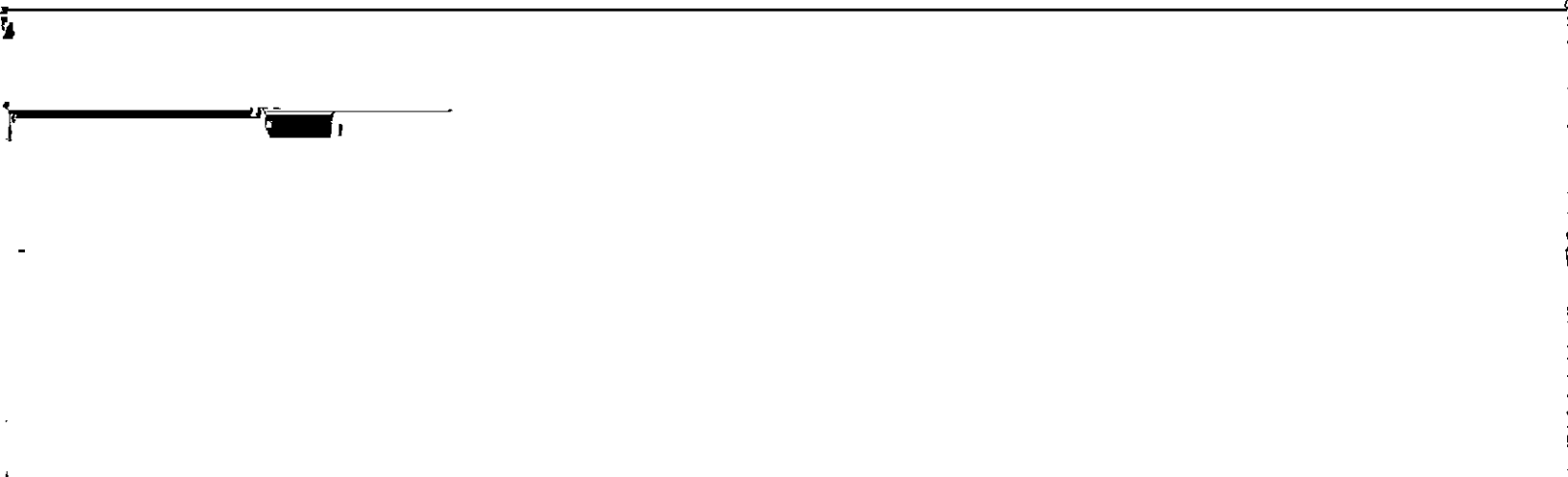


June 7, 2002

**GUIDELINES FOR ASSESSMENT OF YEARS OF NON-UNIVERSITY EXPERIENCE
OUTSIDE QUEEN'S:
LIBRARY AND ARCHIVES**

General Principles:

This document covers the assessment of experience outside Queen's University at the time of hiring.



Credit for Degrees Possessed:

Professional age should be adjusted accordingly to give credit for degrees possessed as follows. For a Master's degree other than a Master of Library Science, Master of Archival Studies or the equivalent, one

years (3); for the Ph.D. degree or its equivalent three years (3). Multiple degrees justify no more than a