**Wetmore Public Library**

**Orientations New Employees**

All new library trustees will participate in a formal orientation upon appointment to the library Board.

**New Employee Orientation will consist of but not limited to:**

* Introduction to:
	+ Our mission
	+ Library Goals
	+ Philosophy
	+ Services the library provides
	+ Policies
* Personnel
	+ Employee directory
	+ First Aid location
* Facility Tour
	+ Meet the Director
	+ Meet the Staff
	+ Introduce Library Hours
* Payroll
	+ Timesheets
	+ Paydays
	+ Vacation/Sick leave
* Village post office
	+ What we do
	+ Stamps
	+ Packages
* Diversity Awareness
	+ Handout to review and discuss
* Job Responsibilities
	+ Handout given/reviewed/signed
* NEXT/KOHA
	+ Explain how it all works/cheat sheet
	+ Check in/out
	+ Renew Patron Accounts
		- Update info
	+ Renew Items
* Circulation
	+ Material check-ins/outs
	+ How to shelf
	+ How to handle minors
	+ Be friendly to patrons
	+ Confidentiality
		- How to discard personal info
* Identifying Materials
	+ Different libraries
		- Where does it go if it belongs to another library
		- How to bag it up
	+ Where does it belong in our library
		- Check spine labels to determine
* Holds
	+ How to check for them
	+ Pull them
	+ Bag them up
	+ Send them out
* Loan Periods/ Limits
	+ How long can items be checked out for
	+ How many can you check out
		- Movies
		- Books
		- Audio Books
		- Games
		- Music Cds
* Equipment
	+ Fax/Scan/Copy/Print
		- Cost
			* Colored Copies
			* Black/White Copies
	+ Phone/Answering Machine
	+ Computers
		- Rules/guidelines
			* Cards are required
				+ No duplicate other NEKLS Cards do work
* Inter-Library Loan
	+ How to request for patrons
* Kansas Library Cards
	+ What are they
	+ How to create one

Approved by the Board of Trustees on 01/20/2021