



MORRILL PUBLIC LIBRARY

431 Oregon Street | Hiawatha, KS | 785.742.3831 | morrill@hiawathalibrary.org

NEW HIRE ORIENTATION OUTLINE

- Payroll documents
 - I-9, W4, K4, direct deposit
- Review the library's mission & vision statements
- Review procedure & policy manuals
 - Procedure manual includes circulation desk duties and any other job duties specific to position. It also includes directions for where to find more in-depth and up-to-date Koha training information online.
 - Policy manual includes COVID-19 symptom flow chart
- Review current Strategic Plan, Technology Plan, and other planning & goal documents
- Review library staff, trustees, and other contacts directory
 - Includes emergency numbers, other system libraries, and maintenance numbers
- Review all library staff positions and duties
 - I.e. who is responsible for collection development, book repairs, and programming.
- Building tour
 - Note fire extinguishers, mechanical rooms and breaker boxes, and other safety points/plans as referred to in the policy manual
 - Note types of meeting spaces and reservation procedure, as outlined in procedure manual
 - Review master keys
- Software demos
 - Library website tour & staff links page
 - Library social media account overview
 - Koha check in/out, patron creation and lookup, etc.
 - Libki overview
 - E-library overviews and FAQs
 - Common sites to look up patron requests (next book in a series, author complete works, etc.)
 - G-Suite credentials & app tour
- Shadow senior staff member for at least one week, or the equivalent of the first five shifts.
- 90-day evaluation with director