**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