Policy

Each new employee, including full-time and part-time staff, volunteers and students on an extended placement in excess of one month, will be given a comprehensive orientation to the library. The orientation will include the library's policies and management system, the strategic plan, and other significant matters pertaining to the library and its services.

Procedures

1. The CEO shall ensure that time is spent with new employees/volunteers/students during the first days on the job, for:

   a.) an orientation to the Library building, services and organizational structure.

   b.) a detailed examination of the job description and the Library's Policies and Procedures with specific attention to the personnel policies (employees/students).

   c.) step-by-step training on procedures for specific tasks/ responsibilities.

2. Staff/Volunteers/Students will be requested to sign an Agreement of Confidentiality regarding the protection of privacy and a statement to indicate they have completed a review of the library Policies and Procedures.

3. Completion of the orientation will be documented in the staff/volunteer/student personnel file.