

3. STAFF ORIENTATION AND CONTINUING EDUCATION POLICY

The County of St. Paul No. 19 Library Board recognizes the importance of informed and well-trained staff. It supports this policy by providing, within the limits of its budget, orientation programs; encouragement and support for attendance at library conferences, workshops and library-related courses.

Orientation

1. New employees are given orientation and training that will prepare them to best provide service to the public.
2. Orientation and training is the responsibility of the Library Manager and includes an understanding of:
 - Job description
 - Book Allotment from NLLS
 - Allocation funding from County Library Board for materials/programming
 - The role of the Library in the community
 - The role of the Library in the larger library community, including participation in both the local library system and the Provincial Library Network
 - The responsibilities and duties of the Board and staff
 - The Library's policies, service goals and objectives and
 - Specific training for the employee's position

Education

3. The Library Manager requires prior Board approval for staff attendance at Library related meetings, workshops and conferences.
4. The Library Board supports and encourages the ongoing training of library staff through staff development workshops and regular system training sessions. With the authorization of the Board, the Library Manager may occasionally close the Library to allow staff the opportunity to attend these training opportunities.
5. The Board supports and encourages informal, ongoing sharing of information among library staff as part of their continuing education.