

Category: Personnel
Policy Number: 509
Title: Orientation of Staff

Guidelines and Procedures:

1. The Library Manager and/or a Library Board Member shall perform the orientation of a new staff member.
2. The new staff member shall be made aware of all library procedures and duties relevant to that position.
3. A copy of the Library's Policy Manual will be made available to the new staff member.
4. NLLS will do an orientation with the Library Manager.

Reviewed May 14, 2022

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