

## **BACKGROUND**

New staff members, irrespective of experience, will require an introduction to the specific operations of the Library and to the services available to public libraries in Alberta. Support will be provided by the Town of Bruderheim Library Board to help the new staff member make the transition to the position.

## **POLICY**

It is the intention of the Town of Bruderheim Library Board to provide an orientation program for new staff members which will endeavor to assist them to understand their duties and responsibilities to the Board, the Library, and the community.

## **GUIDELINES**

1. The staff orientation program will be structured to gradually acquaint the new staff member with the most important aspects of the job first and other aspects over time.
2. The staff orientation program will outline the role and responsibilities of the staff in relation to the Board, other staff and the public.
3. The staff orientation program will provide the new library manager or library clerk with a clear outline of the kind and level of activity that is expected.
4. The staff orientation program will provide sources of information enabling the staff member to obtain further information.
5. The staff orientation program will introduce the new library manager or new clerk to major issues facing the Library, and any proposed strategies for dealing with them.
6. On completion of the orientation program the new staff member will understand the scope of the job and be prepared to take on its challenge as well as know what support systems exist, both within the Library and in the province, and how to contact the individuals involved when questions arise.
7. The new staff member will be given an opportunity to provide feedback on the orientation program.

## **PROCEDURES**

1. The following will be made available to each new staff member:
  - The bylaws and policies of the Board
  - A manual outlining procedures
2. In-house, ongoing library training will be provided.
3. The Board Chairman will meet with the new library manager to explain the division of responsibility between that of the Board and that of the library manager.
4. The Board Chairman will also discuss the Board's involvement in public relations, programming and local library issues with the new library manager.
5. The Board Chairman will arrange a meeting between the new library manager and the treasurer to review the Library's financial position, the provincial grant structure, the financial support from the municipality and the long term financial perspective.

6. The new library manager shall receive an orientation package containing the following Information:
- A. Legal Materials:
    - Libraries Act and Regulations
    - Bylaws of the Library
  - B. Financial Materials:
    - Library budget for the operational year and the forthcoming year if available
    - Previous year's audit
    - Capital expansion plans
  - C. Library Background Information:
    - Previous year's annual report
    - History of the Library
    - Most recent annual reports
    - Current Plan of Service
    - Personnel job descriptions and classifications
    - Library statistics
    - Metro Kalyn Community Library policy handbook
    - NLLS Library procedures manual
  - D. Board Information:
    - List of Board Members including addresses and phone numbers
    - Description of responsibilities of the members of the Library Board
    - One (1) year's previous Library Board minutes
    - Simple chart or summary of parliamentary procedures used by the Board
  - E. The following information available in Library file system:
    - Community information
    - Provincial information
    - Association information
    - Resources on public library development

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