

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

Category: Personnel
Policy Number: 508
Title: Orientation of Library Manager or Library Assistant

Policy Statement:

Upon commencement of employment, a new staff member shall receive orientation.

Guidelines and Procedures:

1. The library manager shall perform the orientation of a new library assistant.
2. The new staff member shall be made aware of all library procedures and duties relevant to that position.
3. The Board shall make sure any new staff are made aware of all policies and bylaws.
4. The library manager will receive any necessary training from NLLS.

Policy #508
Orientation of Staff

Date Approved: November 14, 2012

Date to Review: March 18, 2023