

Vilna & District Municipal Library Board Policy Manual

Category: personnel

Policy Number: 508

Title: Orientation of staff

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

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.

Date Approved: January 2, 2021

Date to be Reviewed: January, 2024