

One Day at a Time Orientation

Jill Hames, jmhames@hamnerlibrary.org

Before Finalizing Offer

- Background Check
- Drug Screen
- Copy of Transcript/Diploma

Day 1

- I-9
- W-4
- Insurance & Benefits Paperwork
- Confidentiality Form
- Photo Release
- Library Tour
- Read Federal Labor Laws Poster
- Read Personnel section of Policy
- Workplace culture discussion, part 1
- Library e-mail
- Keeping statistics
- Circulation module – check-in, check-out, renew
- Shelf fiction and non-fiction on carts

Day 2

- Dewey Server
- Workplace culture discussion, part 2
- Answering the phone/Transfer/Hold
- Read VA Labor Laws Poster
- Read Circulation section of Policy
- Copier and printers
- Circulation module – check-in, check-out, renew, holds
- Computer and TLC log-in information
- Shelf fiction and non-fiction on carts
- Introduction to County Administration staff
- Library Catalog & Account*

Day 3

- Read Safety and Security section of Policy
- Read 30 minutes of Chapter 1 of *Stand Up for Yourself Without Getting Fired* (650.1 Bal)
- Circulation module – check-in, check-out, renew, holds, new card
- Shelf fiction and non-fiction on carts, paying special attention to special label divisions
- Introduction to Treasurer Staff
- Library Website*

Day 4

- Read Public Use of the Facility section of Policy
- Read 30 minutes of Chapter 2 of *Stand Up*
- Circulation module – check-in, check-out, renew, holds, new card, replacement card
- Shelf DVDs w/ tags
- Introduction to Parks & Rec
- Kids Catalog*

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Day 5

- Read General Operations section of Policy
- Read 30 minutes of Chapter 3 of *Stand Up*
- Providing computer help desk support guidelines
- ILL
- Introduction to Maintenance/Public Works
- SOVALUe*

Day 6

- Read Collections section of Policy
- Read 30 minutes of Chapter 4 of *Stand Up*
- Overdues/Lost
- Introduction to Cooperative Extension
- Freading*

Day 7

- Cash register
- Read Public Relations section of Policy
- Read 30 minutes of Chapter 5 of *Stand Up*
- Overdues/Lost
- FindIt VA*
- Britannica*

Day 8

- Read 30 minutes of Chapter 6 of *Stand Up*
- Computer maintenance/updates
- Scheduling meeting room/Meeting room policies
- Credo*
- WorldBook*

Day 9

- Read 30 minutes of Chapter 7 of *Stand Up*
- Calendar Updates – Google, Voice
- Gale Online Reference Books*

Day 10

- Read 30 minutes of Chapter 8 of *Stand Up*
- Display Guidelines and schedule for next three months
- OSA Delivers
- OneClick Digital*

Day 11

- New Patron Barcodes/Creating Library Cards
- Circulation Voicemail
- Tumblebooks*

Day 12

- Nursing Home
- Circulation Event Voice Calendar
- Programming Schedule for next 3 months

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- Zinio/RBDigital*

Day 13

- Summer Reading Program Planning Starts
- CleanSlate
- Mango*

Day 14

- VLA information
- A to Z Maps*

Day 15

- Outreach planning
- A to Z the USA*

Day 16

- Plan for continuing education
- A to Z World Travel*

Day 17

- Materials processing
- Global Road Warrior*

*Create a training handout draft or outline of a promotional event