May 2021

New Employee Training Checklist

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instruction/Reviews

\_\_\_\_\_\_\_\_\_\_\_\_ Tour of the branch

\_\_\_\_\_\_\_\_\_\_\_\_ 5 libraries and locations; branch hours

\_\_\_\_\_\_\_\_\_\_\_\_ Time and Attendance ---3 month probationary period

\_\_\_\_\_\_\_\_\_\_\_\_ Telephone etiquette and instructions

\_\_\_\_\_\_\_\_\_\_\_\_ How to log in to circulation and passwords

\_\_\_\_\_\_\_\_\_\_\_\_ How to check out and check in materials

\_\_\_\_\_\_\_\_\_\_\_\_ How to look up a patron’s record without a card (identification)

\_\_\_\_\_\_\_\_\_\_\_\_ How to issue library cards

\_\_\_\_\_\_\_\_\_\_\_\_ How to extend user privilege (renew library card)---information required, override code

\_\_\_\_\_\_\_\_\_\_\_\_ How to renew books

\_\_\_\_\_\_\_\_\_\_\_\_ Holds and ILLs

\_\_\_\_\_\_\_\_\_\_\_\_ Number of items allowed for check-out, holds, etc.

\_\_\_\_\_\_\_\_\_\_ Payment for lost or damaged items

\_\_\_\_\_\_\_\_\_\_\_\_ How library carts are organized

\_\_\_\_\_\_\_\_\_\_\_\_ Transit items to other libraries

\_\_\_\_\_\_\_\_\_\_\_\_ How to use catalog to assist patrons---recognize difference between materials

\_\_\_\_\_\_\_\_\_\_\_\_ Discussion of item locations: JFic, Fic, Bio, Teen, Graphic novels, etc.

\_\_\_\_\_\_\_\_\_\_\_\_ How to mark materials for in-house use

\_\_\_\_\_\_\_\_\_\_\_\_ Forms drawer

\_\_\_\_\_\_\_\_\_\_\_\_ Barcode, spine label replacement, repairs

\_\_\_\_\_\_\_\_\_\_\_\_ Public Computers: library card, visitors passes, time extension,

patron questions, printing,12 years and younger policy

\_\_\_\_\_\_\_\_\_\_\_\_ Cash register training / money procedures

\_\_\_\_\_\_\_\_\_\_\_\_ Fee Schedule

\_\_\_\_\_\_\_\_\_\_\_\_ Copy, Fax, Scan

\_\_\_\_\_\_\_\_\_\_\_\_ Multi-tasking (Check out books, renew items, place a hold on a book, pay a fine, place 3 more holds, and look up more titles….genre reflecting)

\_\_\_\_\_\_\_\_\_\_\_\_ Statistics Tally

\_\_\_\_\_\_\_\_\_\_\_\_ Building rules

\_\_\_\_\_\_\_\_\_\_\_\_ Circulation Manual - Review

\_\_\_\_\_\_\_\_\_\_\_\_\_ MCLS Website and Intranet

\_\_\_\_\_\_\_\_\_\_\_\_ Unattended children policy

\_\_\_\_\_\_\_\_\_\_\_\_ Meeting room policy

\_\_\_\_\_\_\_\_\_\_\_\_ Donations of books—Tax receipt

\_\_\_\_\_\_\_\_\_\_\_\_ Look up patrons’ records to have a better understanding of the following items:

 Lost books/Blocks/Barred

 More than one library card

 Alerts

 Privilege Expired

 Staff comments….Requirements for writing a comment on a record

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Employee Signature Date

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Branch Manager Signature Date