



Trochu Municipal Library

Policy: Staff Orientation and Continuing Education

The Trochu Library Board recognizes the importance of informed and well trained staff. It supports this policy by providing, within the limits of its budget, orientation programs, encouragement and support for attendance at library conference, workshops and library related courses.

Orientation

New employees are given orientation and training that will prepare them to best provide service to the public.

Orientation and training is the responsibility of the library manager and includes information on:

- The role of the library in the community
- The role of the library in the larger library community, including participation in both the local library system and the Provincial Library network.
- The responsibilities and duties of the board and staff
- The library's mission statement, bylaws, plan of service, goals and objectives, policies, procedures and services.
- Employee evaluation policy
- A copy of their job description
- Specific training for the employees position

The library manager shall ensure that each new employee familiarize themselves on the above information by directing them to the website and/or the hard copy manuals in the library.

Education

- The library manager may within the limits of the budget, approve staff attendance at library related meetings, workshops and conferences.
- Within budget guidelines, and with prior approval of the library board expenses incurred by individual staff for travel, subsistence, lodging and registration fees will be reimbursed as per established procedure.
- The library board supports and encourages the ongoing training of library staff through staff development workshops and regular system training sessions.
- The board supports, and encourages informal, ongoing sharing of information among library staff as part of their continuing education.
- The board supports staff attending formal education programs related to their work at the library to further their formal education.

Dated April 2021

Approved by the board May 4th 2021

Randy Lacey, Board Chairperson