

TRAINING SCHEDULE FOR LIBRARY ASSISTANT I

Week One

Day 1 (Monday, 10/21; 9:30-1:30)

- Staff introductions
- Meet with Supervisor
 - Tour of staff area and library
 - Dress code
 - City Policies
 - Break schedule (4 hours= 20 mins. 6 hours or more = 30 mins.)
 - Staff meeting schedule
 - Supply cabinet and back storage rooms
 - Staff bulletin board/mailboxes
 - Work schedule review and staff schedule
 - Timesheets and pay periods (includes making up time)
 - Duties of other staff
 - Staff library card guidelines
 - Job duties
 - Library keys
 - City email/TLN login
- Break (20 mins.)

Day 2 (Tuesday, 10/22; 12:30-4:30)

- Meet with Supervisor –
 - Review Day 1 and begin with anything that was not finished
 - Orientation to Circulation Desk
 - Copy machine
 - Donations
 - Opening/Closing Procedures
 - Introduction to CARL (read through binder)
 - Review library policies and procedures
- Break (20 mins.)

Day 3 (Wednesday, 10/23; 9:30-1:30)

- Meet with Supervisor –
 - Review Day 2 and begin with anything that was not finished
- Continue reviewing policies and procedures
- Continue reviewing CARL
- How to search newspapers on our website
- Break (20 mins.)
- Cash register
- ILL/Hold List
- Observe/assist at circulation desk

Day 4 (Thursday, 10/24; 12:30-4:30)

- Google Drive/Stats
- Read through the Notes from the Black Belt Librarian/Dealing with Difficult Patrons
- Disney Customer Service pptx
- TLN website/RPL's website
- Break (20 mins.)
- Observe/assist at circulation desk

Day 5 (Friday, 10/25; 9:30-1:30)

- Review week 1 with Supervisor
- Opening procedures
- Break (20 mins.)
- Work at Circ. desk

Week Two—

Day 6 (Monday, 10/28; 10:30-2:30)

- Work at Circ. desk
- Break (20 mins.)
- Brief Review of Displays
- BS&A Online/G2G Credit Card Info.

Day 7 (Tuesday, 10/29; 12-4)

- Discharging drop box items
- Work at Circ. Desk
- Break (20 mins.)

Day 8 (Wednesday, 10/30; 3-8)

- Work at Circ. desk
- Break (20 mins.)
- Shelving
- Closing Procedures

Day 9 (Thursday, 10/31; 9:30-2:30)

- Opening procedures
- Work at circ desk
- Review Read Boxes
- MeL – Checking in/out, other basics
- Break (20 mins.)

Day 10 (Friday, 11/1; 9:30-2:30)

- Work at circ desk
- Break (20 mins.)
- Shelving

Week Three—

- Learn additional job duties
- Work at circ desk

Schedule:

- Monday, 11/4; 2:30-8pm
- Tuesday, 11/5; OFF
- Wednesday, 11/6; 9:30-2pm
- Thursday, 11/7; 9:30-3pm
- Saturday, 11/9; 9:30-5pm

Review library website, catalog (including kids), library procedures and TLN website during slow times

ROMULUS PUBLIC LIBRARY CORE VALUE STATEMENTS

Lifelong Discovery--We provide programs and services that facilitate the exploration of personal interests and encourage lifelong discovery for people of all ages.

Access--We provide free and open access to library resources, programs and services which interest, inform and enlighten.

Community Engagement--We serve the community as a resource for information and a place to gather. Our involvement and leadership in the community are extended through partnerships with city departments, businesses, institutions and local organizations.

Teamwork--We value our staff and work together as a team, treating each other with respect, integrity and fairness.

Customer Service--We are committed to meeting the needs of our patrons and providing the highest quality library service to all.

