

Dorothy Hull Library – Windsor Township

Orientation Policy

Purpose

The purpose of this policy is to ensure that new staff, trustees, volunteers, and impacted Township staff understand their individual roles and responsibilities.

The following topics should be included in all orientation sessions, regardless of whom is being introduced to the Dorothy Hull Library.

- Building Tour
- Mission and Vision Statement
- Establishment Act
- Privacy Act

New Staff Members

The Library Director is responsible for orientation of new staff members. He/she shall create a checklist for use which includes but is not limited to the following topics:

- Policy Review
- Bylaw Review
- Introduction of Board Trustees

After orientation, the checklist should be signed by the staff member and the Director and placed in the staff member's employee file.

New Trustees

The Library Director along with the Board President are responsible for orientation of newly elected or appointed Trustees. They shall create a checklist for use that includes but is not limited to the following topics:

- Strategic Plan
- Policy Manual
- Funding
- Budget
- Board Minutes
- Annual Report
- Library Calendar
- Website/social media
- Role of the Director/Trustees

- Library Partnerships
- Resources
- Related Statutes
- Committees
- Ethics/Code of Conduct

Volunteers

The Program and Outreach Coordinator is responsible for conducting orientation of new volunteers. They shall create a checklist that includes but is not limited to the following topics:

- Policy Review
- Bylaw Review
- Introduction of Board Members

After orientation, the checklist should be signed and placed in the volunteer file.

Township Staff

The Library Director, Board President, and the Board Vice President shall conduct orientation with incoming Township staff. They shall create a checklist that includes but is not limited to the following topics;

- Budget
- Funding
- Calendar
- Audit
- Annual Report

Version	Adopted	Amended	Update Information
1	10/10/2019		
		06/20/24	Adds Staff, Volunteer and Township staff orientation.
Procedure			