

One Day at a Time Orientation

Jill Hames, jmhames@hamnerlibrary.org

Before Finalizing Offer

Background Check

Drug Screen

Day 1

I-9

W-4

Confidentiality Form

Photo Release

Read Federal Labor Laws Poster

Read Personnel section of Policy

Circulation module – check-in, check-out, renew

Shelve fiction on carts

Day 2

Read VA Labor Laws Poster

Read Circulation section of Policy

Copier and printers

Circulation module – check-in, check-out, renew, holds

Shelve fiction and non-fiction on carts

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)

Copier and printers

Circulation module – check-in, check-out, renew, holds, new card

Shelve fiction, non-fiction, and LP on carts

Day 3

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

Shelve fiction, non-fiction, LP, and J on carts

Day 4

Read General Operations section of Policy

Read 30 minutes of Chapter 3 of *Stand Up*

Circulation module – check-in, check-out, renew, holds, new card, replacement card, fines

Shelve fiction, non-fiction, LP, J, and BR on carts

Day 5

Read Collections section of Policy

Read 30 minutes of Chapter 4 of *Stand Up*

Shelve fiction, non-fiction, LP, J, BR, and E on carts

Day 6

Read Public Relations section of Policy

Read 30 minutes of Chapter 5 of *Stand Up*

Shelve fiction, non-fiction, LP, J, BR, E, and DVD on carts

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Day 7

Read 30 minutes of Chapter 6 of *Stand Up*

Shelve fiction with color tag

Shelve Non-fiction, LP, J, BR, E, and DVD on carts

Day 8

Key

Read 30 minutes of Chapter 7 of *Stand Up*

Shelve fiction with color tag

Shelve non-fiction, LP, J, BR, E, and DVD on carts

Day 9

Read 30 minutes of Chapter 8 of *Stand Up*

Shelve fiction with color tag

Shelve non-fiction with color tag

Shelve LP, J, BR, E, and DVD on carts

Day 10

Shelve fiction with color tag

Shelve non-fiction with color tag

Shelve LP, J, BR, E, and DVD on carts

Day 11

Shelve fiction and non-fiction with color tag

Shelve LP and J with color tag

Shelve BR, E, and DVD on carts

Day 12

Shelve fiction and non-fiction with color tag

Shelve LP and J with color tag

Shelve BR, E, and DVD on carts

Day 13

Shelve fiction, non-fiction, LP, J with color tag

Shelve BR with color tag

Shelve E and DVD on carts

Day 14

Shelve fiction, non-fiction, LP, J, and BR with color tag

Shelve E with color tag

Shelve DVD on carts

Day 15

Cash register

Shelve all with color tag