



STAFF ORIENTATION AND TRAINING POLICY

Passed:	January 2016
Amended:	January 17, 2024
Reviewed:	January 17, 2024
Review Period:	As required.

The SPPL Board recognizes the importance of staff training. Within budget limitations, it provides orientation programs; support for attendance at library conferences, workshops, and library-related courses, and institutional membership in library organizations.

Orientation

New employees are provided with orientation and training to prepare them to support the library's goals.

- Orientation and training is the responsibility of the Library Director and includes:
- The role of the library in the community
- Partnerships with other organizations to provide service to the community.
- Responsibilities of board and staff
- Policies
- Plan of service
- Specific training for the position

Training

SPPL recognizes the need for ongoing training for library staff to adapt to changes in services, programs and the library and information environment.

The approval of training for staff members is the responsibility of the Director.

Within budget limitations, this may include meetings, workshops, and conferences.

With prior approval of the Director, and in accordance with procedures, expenses incurred by staff members for travel, meals, lodging, and registration fees may be reimbursed.

