



Upper Dublin Public Library

805 Loch Alsh Avenue
 Fort Washington, PA 19034
 215-628-8744
 upperdublinlibrary.org

New Team Member Checklist

EMPLOYEE INFORMATION		
Name:	Start date:	
Position:	Manager:	
FIRST DAY		
<input type="checkbox"/> Provide New Employee Packet <ul style="list-style-type: none"> • Offer Letter (if not already mailed separately) • Job Description • New Team Member Checklist • Know Your Township, Upper Dublin booklet • Upper Dublin Public Library Brochure • Upper Dublin Public Library Map • Upper Dublin Public Library Holiday Closings • Upper Dublin Public Library Positions • Upper Dublin Public Library Organizational Chart • Staff Contact List • Index from Upper Dublin Public Library Instructions, Procedures, and Policies Manual 		
<input type="checkbox"/> Attend interview with UD Township Human Resources Director <ul style="list-style-type: none"> • Complete employment paperwork • Review and receive Upper Dublin Township Employee Manual 		
<input type="checkbox"/> Assign "buddy" employee(s) to provide training and answer general questions.		
POLICIES		
<input type="checkbox"/> Review key policies.	Employee Manual: <ul style="list-style-type: none"> • Vacation and Sick Leave • Holidays • Time and Leave Reporting • Performance Reviews 	Library Policies: <ul style="list-style-type: none"> • Library Use Policy • Materials Use Policy • Patron Confidentiality • Computer Use Policy • Reconsideration Requests • Emergency Procedures
ADMINISTRATIVE PROCEDURES		
<input type="checkbox"/> Review general administrative procedures.	<ul style="list-style-type: none"> • Office/desk/work station • Keys • Mail (incoming and outgoing) 	<ul style="list-style-type: none"> • Telephones • ID badges/nametags • Office supplies

TRAINING/EDUCATION

- Review UDPL Competencies as noted on the UDPL Staff Website.
<https://udplcompetencies.wordpress.com/>

INTRODUCTIONS AND TOURS

- Give introductions to department staff and key personnel (within Library & Township) during tour.
- Tour of facility, including:
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| <ul style="list-style-type: none">• Restrooms• Staff lockers• Bulletin boards• Book Sale | <ul style="list-style-type: none">• Parking• Printers• Office supplies• Program Rooms | <ul style="list-style-type: none">• Kitchen• Coffee/vending machines• Emergency exits and supplies• Coat rack |
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POSITION INFORMATION

- Introductions to team.
- Review initial job assignments and training plans.
- Review job description and performance expectations and standards.
- Review job schedule and hours.
- Review library opening and closing procedures.
- Review EAP/Emergency Action Plan.
- Review payroll timing, time cards (if applicable), and policies and procedures.
- Review roll of MCLINC vs. District.

COMPUTERS/EQUIPMENT

- Hardware and software reviews, including:
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| <ul style="list-style-type: none">• Polaris• E-mail• Website• Copier | <ul style="list-style-type: none">• Scanner• OPAC• Scheduling• Public PCs | <ul style="list-style-type: none">• Databases• Microsoft Office• Data on shared drives• MCLINC Intranet |
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