**APPENDIX X**

**STAFF ORIENTATION**

2007

Milledgeville Public Library has a part-time Director (30 hours per week). If necessary, the departing Director will conduct an orientation for the new Director consisting of the following:

1. *PHYSICAL PLANT*
   1. Tour of Milledgeville Public Library downstairs, including:
      1. Boiler room and its necessary maintenance
      2. Bathroom and its supply storage
      3. Kitchen
      4. Meeting room; TV
      5. Storage rooms
      6. Fire extinguisher, carbon monoxide detector, smoke detection system.
   2. Tour of Milledgeville Public Library upstairs, including:
      1. Drop box,
      2. Lift/elevator,
      3. Air conditioners,
      4. Thermostat,
      5. Fire extinguisher, carbon monoxide detector, smoke detection system
      6. Pull alarm for fires, outside fire alarm, knox box
      7. Garbage pickup
      8. Cleaning supplies
2. *LIBRARY SERVICES*
   1. Interlibrary loan; OCLC
   2. Internet computers, permission slips
   3. Book check-out
      1. Patron list
      2. Library cards, application cards
   4. Expenditures
   5. Cataloging rules, cataloging supplies
   6. Summer reading program
   7. Milledgeville Local History Project
   8. Password list
   9. E-Books

In the event the director is unable to conduct the orientation, there is a Director’s manual available containing the following:

1. Passwords,
2. Line item balances,
3. Step-by-step descriptions of procedures,
4. Board policies directly affecting the director,
5. Calendars,
6. Names and phone numbers of helpful librarians in the area,
7. Contact information for library board members.