New Librarian Checklist

☐ Welcome email/phone calls with:
  o Confirmation of arrival time
  o Map of parking & staff entrance
  o Information about breaks
  o Dress code
  o Anything currently of note

☐ Desk Clean and stocked with pens, writing tablet, stapler, tape, pen holder, files, etc

☐ Name tag ordered

☐ Mailbox labeled

☐ Login credentials and email provided by IT

☐ Beanstack account created

☐ Bibz account created

☐ Calendar login created

☐ Email to all staff welcoming new Librarian

☐ Schedule created for first week including:
  o Tour of building in general/introductions
  o Tour of youth collections
  o Tour of programming spaces
  o Tour of Information Desk and Supplies
  o Introductory meeting with Director & Assistant Director
  o Times to observe on desk
  o Times to sit-in on programs
  o Regular Check-in meetings
  o Times to work on Beanstack challenges