

## New Librarian Checklist

- Welcome email/phone calls with:
  - Confirmation of arrival time
  - Map of parking & staff entrance
  - Information about breaks
  - Dress code
  - 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:
  - Tour of building in general/introductions
  - Tour of youth collections
  - Tour of programming spaces
  - Tour of Information Desk and Supplies
  - Introductory meeting with Director & Assistant Director
  - Times to observe on desk
  - Times to sit-in on programs
  - Regular Check-in meetings
  - Times to work on Beanstack challenges