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## SCHOOL LIBRARY STAFF POLICIES AND PROCEDURES MANUAL

Prepared by

Emily Jacobs

# Library Policies And Procedures Manual

**Steve Albrecht**



## **Library Policies And Procedures Manual:**

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includes legal issues related to screening interviewing and hiring applicants successful on boarding and new employee orientation programs coaching for improved work performance or employee behavior mentoring employees for both promotional opportunities and succession planning the challenges of attendance sick leave ADA and FMLA issues fair and legal performance evaluations working with employees in a union or an association HR practices related to testing promoting disciplining or terminating library employees and keeping all employees motivated and connected using wellness stress management and programs to prevent burnout or quiet quitting Other books for library leaders may touch on HR issues as part of a broader look at supervising employees This book will focus on it

### **School Library Day-to-Day Operations**

Claire Gatrell Stephens, Patricia Franklin, 2013-12-16 This book provides a straightforward easy to follow procedural manual that will enable school library aides and new school librarians to develop excellent school library collections School Library Day to Day Operations Just the Basics provides essential knowledge for anyone running a school library explaining how to build and maintain a collection that students and teachers alike will be able to use to easily find materials for research and pleasure reading This hands on manual will be invaluable to library clerks in developing sound procedures for preparing books and a wide range of other items such as magazines DVDs and audio books and instructional materials ready for circulation The book also offers practical advice for establishing an efficient ordering process checking in an order and staying in compliance with school and district financial policies And because even the best library clerk can't always do it all on their own the author identifies effective strategies for getting support

University of Waterloo Library Policies and Procedures Manual for Information Desk Staff University of Waterloo. Library, 1991

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