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SCHOOL LIBRARY STAFF POLICIES AND PROCEDURES MANUAL

Prepared by

Emily Jacobs

Library Policies And Procedures Manual

Lingsheng Yao



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Manual of Library Policies Pacific Northwest Library Association. Public Libraries Division,1979 University of Waterloo Library Policies and Procedures Manual for Information Desk Staff University of Waterloo. Library,1991 **The Library Leader's Guide to Human Resources** Steve Albrecht,2025-05-13 The human resources HR function for libraries can range in size and scope depending on the size of the library The complexities of HR today call for a guiding manual to help keep the multitude of processes fair legal and accurate This book provides the level of detail for new and seasoned HR leaders to use to staff and operate their libraries with the best employees they can find It offers legal advice from labor law attorneys and operational steps policies and processes from Dr Steve Albrecht a longtime HR consultant for municipal government Even with the support of an HR Department however large or small all library leaders who have supervisory responsibility over their staff hiring firing performance evaluation assigning job duties must have a working updated knowledge of HR issues related to employing people in their branches And don t forget that even student interns unpaid volunteers and part time employees have similar employment rights as full time paid employees This means that besides the myriad of other duties required to run a safe efficient useful library for the community library leaders from the Director to the department heads to the managers to the frontline supervisors to the PIC Person in Charge on each work shift each must know what they can and cannot do when it comes to HR laws policies guidelines and best practices This 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 Manual of Policies and Procedures for Public Library Boards Missouri. State Library (Jefferson City, 1946-). Trustees and Citizens' Division, 1960 **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

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