

## Sample Public Library Orientation Plan

1. Welcome to the library: Pre-evaluation survey, expectations, review privacy policy, review library policies.
2. Dewey/shelving: Review of Dewey, shelving and retrieval of materials.
3. Circ desk/ borrower's services: circulation desk functions, getting a library card, shadow at circ. desk, supervised check-in/check-out.
4. Youth Services: Introduction to Children's Services to possibly include introduction to story time, age appropriate books & activities.
5. Technology services: overview of computer and print management system, assist patrons with these services.
6. Professional Opportunities: Provide intern with information about educational opportunities and resources.
7. Adult services: Overview of program planning and marketing, assist with promotions.
8. Adult services: Help with computer classes, craft projects, or other activities.
9. Reference services: Introduction to nonfiction and reference materials.
10. Reference services: Introduction to databases and other on-line resources.
11. Collection Development: introduction to selection procedures and receipt of materials
12. Technical Services: Receipt and cataloging of materials, etc. Student will receive hands on training in copy cataloging and deselection of materials from ILS and OCLC records.
13. Technical Services: Materials processing & book repair.
14. Budgeting overview.
15. Management: Library Board and/or City Council meeting.
16. Wrap up, post evaluation survey.