Library Onboarding Checklist Template

For Academic or Public Libraries

Before First Day

- ☐ Prepare workstation (desk, computer, phone, supplies)
- ☐ Set up email and system logins (ILS, intranet, etc.)
- ☐ Create staff ID and building access card
- ☐ Add to staff directory, org chart, and relevant communication lists
- ☐ Share first-week schedule and welcome message
- ☐ Assign an onboarding mentor or buddy
- ☐ Notify staff of new hire's start date

First Day

- ☐ Welcome and workplace tour (restrooms, kitchen, breakroom, exits)
- ☐ Introduction to team members and departments
- ☐ Review mission, vision, and core values
- ☐ Provide employee handbook and policies
- ☐ Review job description and role expectations
- ☐ Overview of library services and users served
- ☐ IT orientation (login, email, passwords, printing)
- ☐ Overview of key software/tools (ILS, LibGuides, scheduling, etc.)
- ☐ Safety and emergency procedures
- ☐ Set initial 30/60/90-day goals

First Week

- ☐ Deep dive into library departments and functions
- ☐ Introduction to customer service standards and policies
- ☐ Training on circulation procedures
- ☐ Training on reference and/or reader's advisory services
- ☐ Orientation to the collection (physical and digital)
- ☐ Tour of facility (including staff-only areas)
- ☐ Attend a team meeting or shadow a colleague
- ☐ Overview of programming or instruction services
- ☐ Review HR/benefits info and submit forms

First 30 Days

- ☐ Attend library orientation or training sessions (internal or consortial)
- ☐ Meet with supervisor to discuss feedback and questions
- ☐ Introduction to strategic plan or current projects
- ☐ Review performance evaluation process and professional development goals
- ☐ Begin independent tasks with check-ins
- ☐ Encourage participation in staff committees or groups
- ☐ Shadow or collaborate with other departments (if relevant)

First 60-90 Days

- ☐ Conduct formal check-in with supervisor
- ☐ Evaluate progress on initial goals
- ☐ Identify training or support needs
- ☐ Solicit feedback from mentor or peers
- ☐ Encourage attendance at community, campus, or consortial events
- ☐ Introduce opportunities for continuing education/professional development
- ☐ Review workflow efficiency and contributions

End of Onboarding Period (90 Days)

- ☐ Conduct 90-day performance review
- ☐ Finalize onboarding documentation and checklist
- ☐ Solicit feedback from the new hire about the onboarding experience
- ☐ Transition to regular check-in and development schedule

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