Best Practices for Library Directors

Daily:
- Check e-mail; Respond to emails in timely fashion
- Keep staff informed

Within first few weeks:
- Subscribe to State Listservs: PAMAILALL, PAPUBLIB, PAYOUTH, PAPLDirectors
- Meet all library board members
- Meet individually with each staff member
- Familiarize yourself with your library's policies and procedures
- Familiarize yourself with your library's mission, vision, and strategic plan
- Apply for Public Library Certification via the PA Department of Education
- Update library's website with your information (if applicable)
- Update you phone system voicemail message
- Create an email signature for all outgoing emails
- Send Amy your email address and any other contact information

Within first few months:
- Request that board president or another board trustee introduce you to key community members (municipal leaders, government officials, community organizations, committees that plan for the future)
- Join PaLA
- Familiarize yourself with the Laws and Regulations for libraries
  - PA Library Code/State Standards
  - Confidentiality of Patron Records
  - CIPA
  - Act 179: Child Abuse Reporting (Mandated reporting for library staff)
  - ALA statements (Intellectual Freedom, Freedom to Read, Confidentiality)
  - Your libraries by-laws
- Utilize District Website https://newcastledistrict.weebly.com/ and subscribe to changes on pages

Annually:

- Attend district librarian's meetings

- Attend system (county) libraries meetings

- Attend special project meetings or events. (system-wide projects, grants…)

- Renew membership annually in the ACCESS PA Database Program

- Renew POWER Library certification (Last certification: 2018)

- Attend at least 8 hours of continuing education trainings per year; keep documentation

- Ensure that any staff person working 20 or more hours must attend 6 hours every two years; keep documentation

On-going:

- **Call or email Neva… I'm here for you; ask questions, get clarifications, or just vent!!**

- Promote statewide services to community. (Access PA, POWER, Ask Here PA)

- Promote county-wide and District services to community. (Tutor.com, Mango, OverDrive)

- Keep website current and containing live icons/links for statewide projects…timely updates and calendars/events

- Notify Amy of any staff changes, board member changes, website address changes or email address changes.

- Keep current on The Compendium: Bookmark website http://compendium.ocl-pa.org/

- Utilize WebJunction http://webjunction.org/ for resources and training for both you and your staff.

- Follow the PA Library Code, meet State standards.

- Follow any updated state guidelines. (PA ILL Guidelines)

- Report any problems, concerns, local emergencies to the district center (district consultant) and system headquarters (if applicable) -   Especially emergency closings so we can notify the delivery driver and the other neighboring libraries

- Meet all deadlines

- Adequately train ALL staff. Since we are all doing more with less staff, training is vital. "Short" staffed or weekend-only staff is no excuse for sending a patron away empty-handed. Technology has leveled the playing field!

- Keep current with state and federal mandates/laws

- Keep board informed of any new state/federal mandates/laws

- Abide by the provisions of the system and/or district agreements

December 2021