

# Grinnell College Libraries Student Staff Handbook

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**assistants**

**we rely heavily on our student**

# Beginning Your Employment

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**VIOLATION OF CONFIDENTIALITY OR COMPROMISING THE SECURITY SYSTEMS WILL RESULT IN IMMEDIATE TERMINATION.**

## Timecards / Pay Periods

clock (ur) 4s Tm (upwolin) 51a (r) 6m 1 2c 5 0 1 2 1 2mc 0 1 5 using the time



Use of personal electronics (phone/tablet/laptop) while working in the library is prohibited

### Non-Work Activities

College equipment/computers should not be used for personal purposes/homework during your scheduled shift.

### Personal Appearance

## Emergency Procedures

**First aid kits and AED locations are identified during training for your own and other's safety.**

## Discrimination and Harassment

**ALL EMPLOYEES OF THE LIBRARIES SHOULD BE ABLE TO EXPECT RESPECTFUL TREATMENT.**

## Employment/Evaluation

## Progressive Discipline

# Conclusion of Employment



## ALA Code of Ethics

- I. *We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.*
  - II. *We uphold the principles of intellectual freedom and resist all efforts to censor library resources.*
  - III. *We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.*
  - IV. *We respect intellectual property rights and advocate balance between the interests of information users and rights holders.*
  - V. *We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.*
  - VI. *We do not advance private interests at the expense of library users, colleagues, or our employing institutions.*
  - VII. *We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.*
  - VIII. *We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.*
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# Library Bill of Rights

