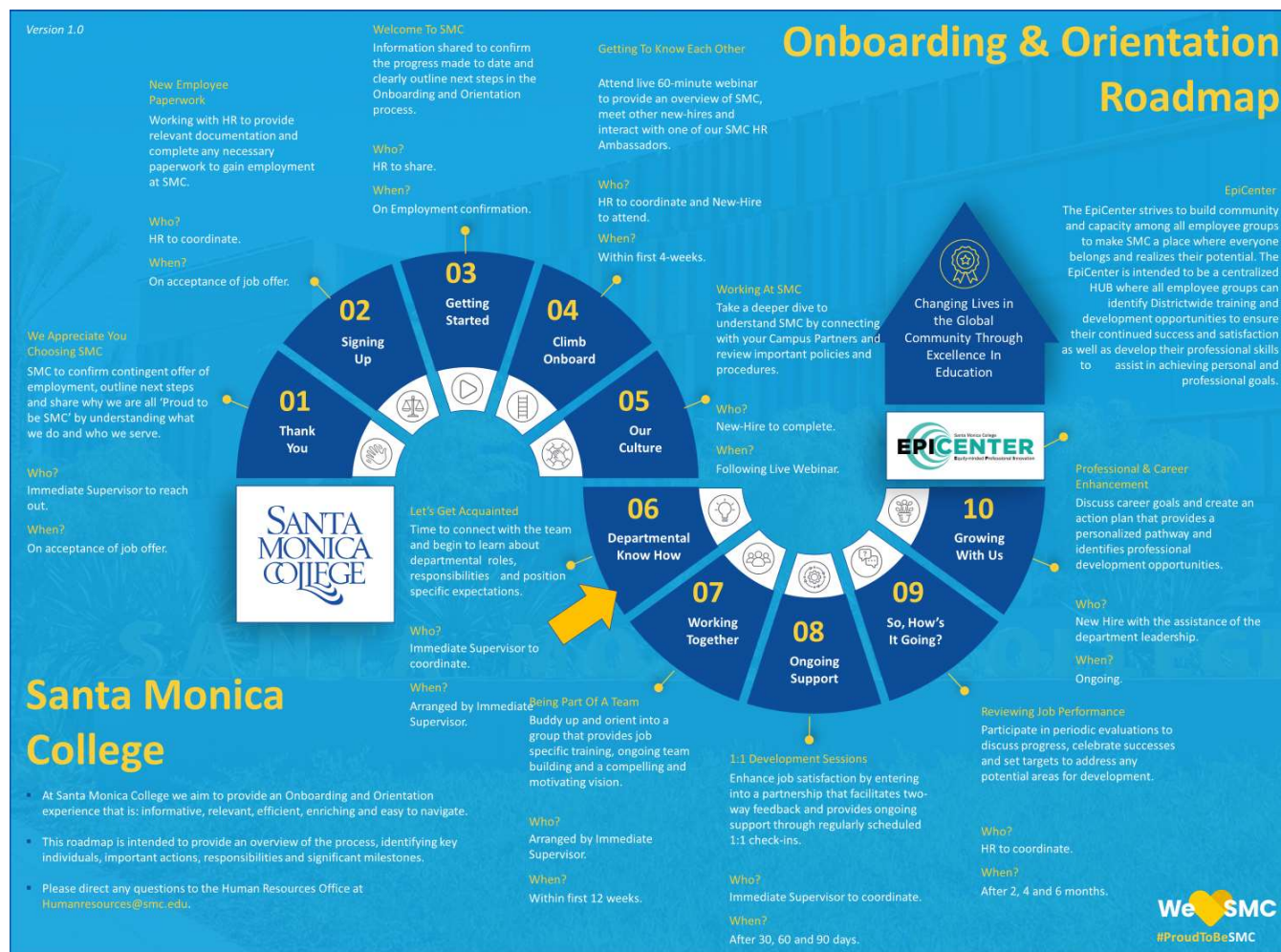# Santa Monica College

Onboarding & Orientation

Departmental New-Hire Guidebook
Library Services

SANTA
MONICA
COLLEGE

Where am I on the Onboarding & Orientation Roadmap?

Version 1.0

Onboarding & Orientation Roadmap

New Employee Paperwork

Working with HR to provide relevant documentation and complete any necessary paperwork to gain employment at SMC.

Who?
HR to coordinate.

When?
On acceptance of job offer.

Welcome To SMC

Information shared to confirm the progress made to date and clearly outline next steps in the Onboarding and Orientation process.

Who?
HR to share.

When?
On Employment confirmation.

Getting To Know Each Other

Attend live 60-minute webinar to provide an overview of SMC, meet other new-hires and interact with one of our SMC HR Ambassadors.

Who?
HR to coordinate and New-Hire to attend.

When?
Within first 4-weeks.

EpiCenter

The EpiCenter strives to build community and capacity among all employee groups to make SMC a place where everyone belongs and realizes their potential. The EpiCenter is intended to be a centralized HUB where all employee groups can identify Districtwide training and development opportunities to ensure their continued success and satisfaction as well as develop their professional skills to assist in achieving personal and professional goals.

We Appreciate You Choosing SMC

SMC to confirm contingent offer of employment, outline next steps and share why we are all 'Proud to be SMC' by understanding what we do and who we serve.

Who?
Immediate Supervisor to reach out.

When?
On acceptance of job offer.

Working At SMC

Take a deeper dive to understand SMC by connecting with your Campus Partners and review important policies and procedures.

Who?
New-Hire to complete.

When?
Following Live Webinar.

Changing Lives in the Global Community Through Excellence In Education

01 Thank You
02 Signing Up
03 Getting Started
04 Climb Onboard
05 Our Culture
06 Departmental Know How
07 Working Together
08 Ongoing Support
09 So, How's It Going?
10 Growing With Us

EPICENTER
Santa Monica College
Revolutionizing Professional Innovation

Professional & Career Enhancement

Discuss career goals and create an action plan that provides a personalized pathway and identifies professional development opportunities.

Who?
New Hire with the assistance of the department leadership.

When?
Ongoing.

Let's Get Acquainted

Time to connect with the team and begin to learn about departmental roles, responsibilities and position specific expectations.

Who?
Immediate Supervisor to coordinate.

When?
Arranged by Immediate Supervisor.

Being Part Of A Team

Buddy up and orient into a group that provides job specific training, ongoing team building and a compelling and motivating vision.

Who?
Arranged by Immediate Supervisor.

When?
Within first 12 weeks.

1:1 Development Sessions

Enhance job satisfaction by entering into a partnership that facilitates two-way feedback and provides ongoing support through regularly scheduled 1:1 check-ins.

Who?
Immediate Supervisor to coordinate.

When?
After 30, 60 and 90 days.

Reviewing Job Performance

Participate in periodic evaluations to discuss progress, celebrate successes and set targets to address any potential areas for development.

Who?
HR to coordinate.

When?
After 2, 4 and 6 months.

Santa Monica College

- At Santa Monica College we aim to provide an Onboarding and Orientation experience that is: informative, relevant, efficient, enriching and easy to navigate.

- This roadmap is intended to provide an overview of the process, identifying key individuals, important actions, responsibilities and significant milestones.

- Please direct any questions to the Human Resources Office at Humanresources@smc.edu.

We ♥ SMC
#ProudToBeSMC

CONTENTS

Description of Services

The **SMC Library** provides services and resources that support the SMC community. These include access to books, media, printers and copiers, databases, study spaces, technology, and more!

Vision
The **SMC Library's** vision is to provide exceptional supports for the lifelong learning goals for the entire SMC Community.

Mission
The mission of the **SMC Library** is to enhance educational and research opportunities for its community members through the provision of excellent information services.

Values
The **SMC Library** upholds the values outlined by the American Library Association: access, confidentiality, democracy, diversity, lifelong learning, intellectual freedom, public good, preservation, professionalism, service, social responsibility, and sustainability.

Internal and External Partners

The **SMC Library** collaborates with many departments across the campus. Key departments include campus police, information technology services, facilities, sustainability, and enter for students with disabilities.

Contact Details

www.smc.edu/library

310-434-4334

Core Hours

Monday – Thursday: 7:30AM - 8:00PM
Friday: 7:30AM - 3:00PM

Key People

The Library's team consists of an administrator (Director), classified staff (Library Assistants, an admin assistant, and an information tech specialist) and faculty members (Librarians).

Unit/Individual	Ext.	Email	Responsibility
Walter Butler	4692	butler_walter@smc.edu	Director of Library and Information Services: Oversees library operations.
Fariba Owlya	4101	owlya_fariba@smc.edu	Admin. Assistant: Assists the Director, faculty and staff of the Library. Coordinates the maintenance and operation needs of the building.
Ana Alvarez	4884	alvarez_ana@smc.edu	Lead Library Assistant – Circulation: Manages the circulation desk, oversees student worker recruitment, student worker payroll, collects payment and prepares financial deposit statements, prepares front desk staff schedules and student worker schedules.
Alexandra Cruz	4691	cruz_alexandra@smc.edu	Library Assistant: Oversees payroll, circulation desk, Computer Commons, and handles Chromebook related issues.
Teresa Huber	4090	huber_teresa@smc.edu	Lead Library Assistant - Tech services: Oversees reading lists, courses, acquisitions, weeding, reserves, and copy cataloguing.
Joe Metzger	8813	metzger_joseph@smc.edu	Library Assistant - Circulation: Works at the circulation desk and assists with acquisitions.
Erica Lowe	4645	lowe_erica@smc.edu	Library Assistant: Works at the circulation desk, processing books.
Myron Kabwe	3966	kabwe_myron @smc.edu	Information Tech Support Specialist: Responsible for hardware and software installation, creating and deploying computer images, providing tech support for end users.

Unit/Individual	Ext.	Email	Responsibility
* Bren Antrim	3538	antrim_bren@smc.edu	Librarian - Library Chair: Coordinates librarian schedules and activities.
* Luz Badillo	4696	badillo_luz@smc.edu	Librarian: Has specialized areas of responsibility including library resources and library instruction.
* Evelyn Chantani	4061	chantani_evelyn@smc.edu	Librarian: Specialized areas of responsibility include cataloging and technical services.
* Roxana Cruz	8723	cruz_roxana@smc.edu	Librarian: Specialized areas of responsibility include library outreach and archives.
* Alberto Romero	4724	romero_alberto@smc.edu	Librarian: Specialized areas of responsibility include library electronic resources.

* Faculty: All librarians share reference, instruction, and collection development responsibilities. In addition to shared responsibilities, they each have specialized areas that they lead.

Key External Links

Alma: https://caccl-smonica.alma.exlibrisgroup.com/mng/login

OCLC/WMS: https://santamonicacollegelibrary.share.worldcat.org/wms/cmnd/

Springshare Products: https://smc.libapps.com/

ALA: www.ala.org

Key Events

|	
January	
February	Library Welcome Desk
March	
April	Flex Days
May	CSEA Week
June	Coffee Break for Finals
July	
August	VIP Day, Annual Retreat, Library Welcome Desk, Flex Days
September	SMC Start-Up
October	
November	
December	Coffee Break for Finals

Key Documents

None at present.

Key Resources

LibGuides are used to house our procedures and practices internally and staff are provided login credentials to access these.

My Notes
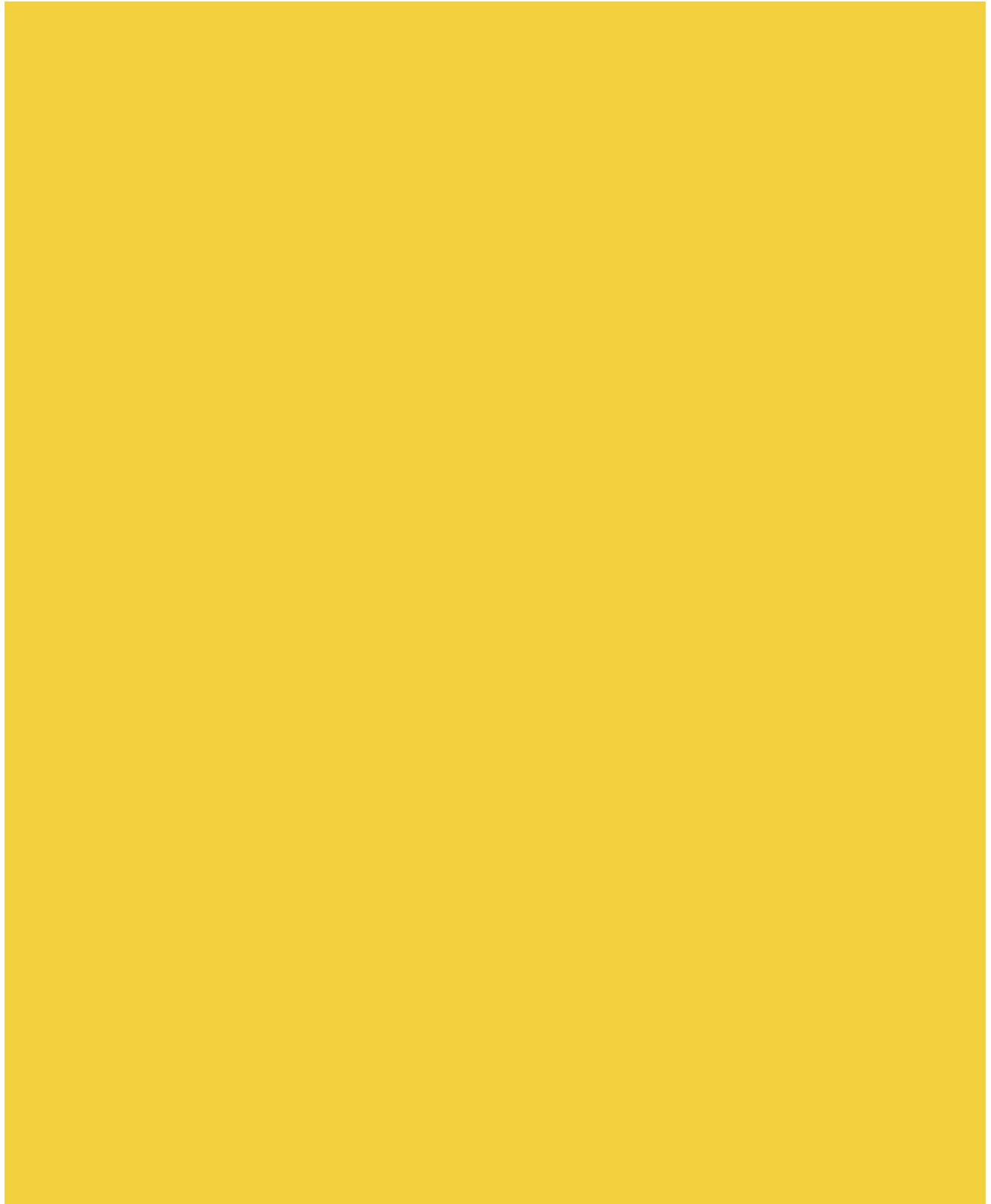
What's Next
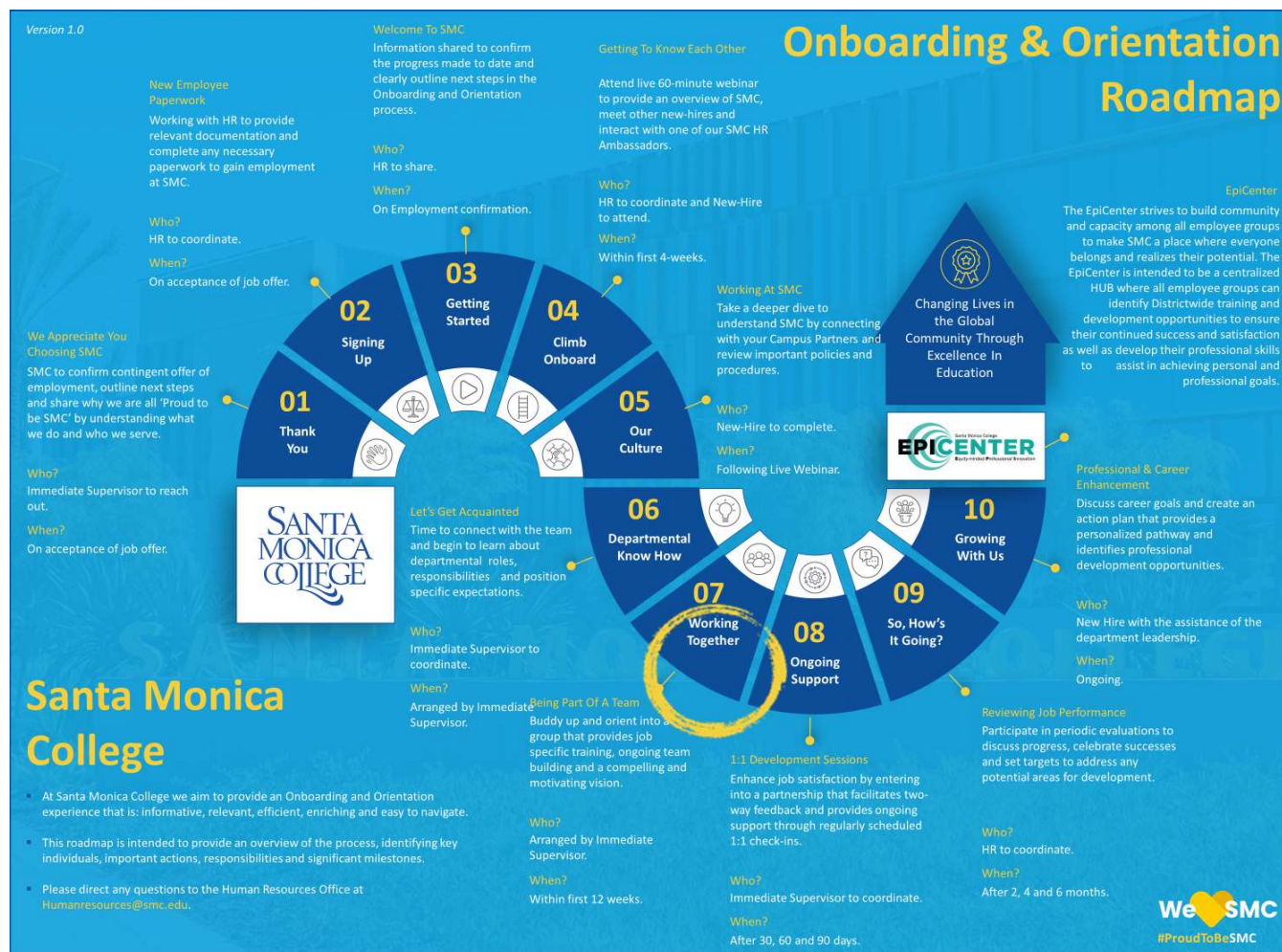
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