

Topics for orientation:

- Information about library services:
 - Programs for special populations such as teens, pre-schoolers, seniors, First Nations or immigrant community members
 - Reference
 - Lending and interlibrary loan
- An overview of the collection—it's more than books and CDs!
- A tour of facilities and introduction to branch managers
- An overview of the Board policy manual and/or Trustee Handbook
- Information about meetings, rules or order, and other resources for Trustees including the ALTA website
- The current Plan of Service and Annual Report
- An overview of financial policies and routine financial reports
- A meeting with key leadership staff of the library
- An overview of the library's key partners and supporting organizations
- A list of Trustees, key staff persons, and contact information.

TIP: According to the BCLTA, trustees in that province indicated that they wanted to be oriented by the Board Chair. Make this a regular part of your duties as chair.