

**FIGURE 9.3 ORIENTATION CHECKLIST
FOR A REFERENCE LIBRARIAN**

Schedule meeting with one department head each week:

- Access services
- Technical services
- Systems
- Digital initiatives

Schedule meeting with one unit head each week:

- Circulation
- Interlibrary loan
- Microforms
- Documents
- Binding

Regularly scheduled meetings to add to calendar:

- Reference dept. meetings (1st and 3rd Thursdays at 1:00 p.m.)
- Digital initiatives dept. meetings (4th Wednesday at 3:00 p.m.)
- Library faculty meetings (1st Tuesday in September, December, February, and May at 9:00 a.m.)

Other meetings to schedule after librarian is on board:

- Academic departments