Library Inductions Checklist

Here is a list of suggested topics you may wish to include in your library induction. It is not intended to be a prescriptive list; what you include will depend on your particular library service and ethos of the service you work in.

The most important thing to consider here is the type of audience you have and tailor your induction to suit them. If you feel your target audience already knows a lot about the library, you might even decide to take any one topic, not necessarily from this list, and use your time to share your knowledge about that instead, just providing basic contact details for the library afterwards.

Basics

☐ Physical location/s and any library partnerships/consortiums
☐ Opening times (including out of hours and access)
☐ Who the library is for
☐ Registering
☐ Library staff and roles
☐ How to contact us

Resources

☐ Technology available: Wifi, logins, printing, scanning, photocopying, apps, specialist software Eg. SPSS, laminating, binding
☐ Loanable items (such as books, DVDs, laptops, data projectors, video cameras, teaching models/aids…)
☐ Reference items
☐ Journals
 Athens – what is it and how does it work?

 Online resources (including the catalogue, e-books, e-journals, point of care resources, databases, NICE Evidence Search, Cochrane

 Website or Intranet presence for the library

 E-learning modules for information skills

 Subject specific resources and guides or newsletters

 Services

 Document supply/ILLs

 Training

 Literature search assistance

 Current awareness services

 Other

 Library rules and regulations

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