Library - continuity

# Transition - continuity

The purpose of this document is to capture information critical to library operations to be transferred to new or interim personnel. Include this information in the briefing book for the new director.

**Where to find:**

*Contacts for repairs, maintenance (name/phone/email or location where this current info can be found):*

 Building & grounds:

 Plumbing:

 Electrical:

 Heating/Cooling Systems:

 Tech support:

 Internet/phone:

*Passwords, login info (add a contact name if appropriate)*:

 Your computer:

 Your mobile phone:

 Your tablet:

Security system:

WIFI:

 Public Access Computer management:

Integrated library system (online catalog):

MT Library Directory:

 MT Library2Go:

 Online resources licensed by the library:

 Accounting system:

 County/Municipal reporting online:

 Bank account(s) and online login information:

 Online purchasing – list the online store and password information:

*Documents:*

Warranty info:

 Maintenance schedules/records:

 Ongoing projects/grants information:

 Personnel records/retirement & staff insurance information :

 Insurance polies:

 Reports:

 Annual reports:

Director reports:

 Reports to County/City:

 Library statistics data:

 Membership info for organizations for which the library has an institutional membership:

 Vendor agreements:

 Partners that work with the library – contact info:

 Organization/agency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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