

Checklist – when an employee leaves or a new one is hired

When an employee leaves

In Koha:

- **Delete** the person's staff card, the one they use to log on to Koha
- **Change** any generic log-ins/passwords the employee used or knew. Depending on your agency, it may require changing log-ins at all agency branches, or other individuals' log-ins/passwords.
- A good practice: change all log-ins at least **every 6 months**

Send a note to clearh2o@aclib.org:

- Let everyone know the person is no longer on staff. This helps others know to remove the person from email lists or use an alternate contact person.
- If the person was on a VALNet committee (Circ, Bib Standard or Sys Admin, etc.), designate a replacement and include that when notifying clearh2o.
- The VALNet email manager can then remove the person from any valnet email lists.
- Include the name and contact info of the person's replacement, if applicable.

When a new employee is hired

In Koha:

- **Create a log-in** – If the person will have an individual log-in instead of using a generic one used by all staff at that branch, create a STAFF card, assigning a username and password. Keep the new log-in and password secure. In some cases, you may need to contact your Sys Admin to give permissions for certain Koha features to the new staff card
For help, [contact your Sys Admin rep.](#)
- A good practice: change all log-ins at least **every 6 months**

Send a note to clearh2o@aclib.org:

- Let everyone know the person's name and position so they can be added to others' contacts & email lists.
- If you've set up an individual email account for your new employee, ask Jennifer Ashby, the to add it to the appropriate email lists. Your employee may not have an individual email account.
[VALNet email manager jashby.acl@aclib.org](mailto:jashby.acl@aclib.org) (509-758-5454)]
- The VALNet Staff Pages manager will update the *Libraries* and *Staff Contact Info* pages on the staff pages.