
Guidance for Implementing Sexual Harassment Prevention Training at Your Library

Time: 60 minutes

Equipment: Staff or public computer with audio and internet connection

People: The person who needs to participate in the training and 1 other person (director, staff or board member) to proctor the training exercises.

3 Simple Steps to Certification

Step #1: Have participants view both NYS Sexual Harassment Prevention Videos found online.

Training Video #1: <https://www.youtube.com/watch?v=sL7LwBsV9bM>

Training Video #2: <https://www.ny.gov/combating-sexual-harassment-workplace/employers>

Time: 40-minutes. Each video is 20-minutes in duration.

Step #2: Provide participants with the Training Case Studies, which include both Questions and Answers prepared by NYS Department of Labor and Department of Human Rights. Participants should read through all the case studies to gain a better understanding of what constitutes harassment.

Time: 20-minutes. Allow participants enough time to review and process. (*Case Studies are attached to this Overview document.*)

Step #3: Provide participants with the Certification and Follow-up Training Questions Form. This form should be used to offer participants the opportunity to ask additional questions about how the library addresses sexual harassment. The person proctoring the participant's training can answer questions verbally if they are authorized, or the participant can ask questions in writing using the back of the form and the library director or board will have to answer in timely manner, verbally or in writing.

Time: It depends on follow-up questions, but this component of training will be used to certify that the participant completed the training steps and the other person present (proctor) witnessed the training and provided an opportunity to ask questions.

The library director or person responsible for retaining library records should file all Certification Forms in a file labeled Sexual Harassment Prevention Training for permanent record.