

Policy on Professional Development and Continuing Education for Library Employees Brooks Memorial Library

Librarianship is an intellectual activity in an ever-changing field. Staff development is essential to remain abreast of innovations in the field to better serve the public. It is incumbent on staff to be active in their associations to both benefit from and contribute to the profession.

Examples of continuing education, professional training, and development include, but are not limited to; attendance at in-library training programs, workshops sponsored by library organizations, webinars and online courses, participation on professional committees, and attendance and/or presentations at local, regional and national conferences.

Training and developmental activities in related fields will be considered if associated with the employee's responsibilities.

All staff attendance must be pre-approved by the Library Director.

Out-of-state attendance and reimbursement for the Library Director must be preapproved by the Board of Trustees.

The following priorities shall apply to meeting attendance:

1. Speaker or presenter.
2. Chairperson of a committee or task force, Conference committee, officer of the organization. Because much of the work of a committee chair, etc. is done outside work time, due recognition should be given to this function.
3. Member of a committee or task force.
4. First Conferences. Because professional growth will come after professional involvement, first-time attendance at state and national conferences will be given precedence.
5. Member of the association (for professional staff).
6. Non-member of the association.

Time Allowance for staff:

- When attendance is approved as time worked, time will be allowed for travel to and from the conference site, attendance at meetings, touring of exhibits, and other related activities.
- Any attendance on Saturday, Sunday, or holidays will be either at the staff member's normal rate or on their own time as previously negotiated. It is the responsibility of the staff member to discuss this with his/her supervisor.
- When attending an activity beyond commuting, staff will receive a maximum of 7.5 hours for each day of attendance at the activity.

Reimbursement.

- Any staff member traveling on BML business which requires an overnight stay will be reimbursed for all necessary and reasonable expenses, including hotel bills, airline, rail, bus, and other transportation tickets, parking fees, registration fees, toll fees, and meals unless other expense arrangements are specified in advance. Charges for Room Service, liquor, and personal telephone calls are not reimbursable. When possible, staff members should share accommodations.
- Registration Fees. Staff members are expected to register during the pre-registration period to benefit from any discounts. Reimbursement for classes and conferences will be at the pre-registration member rate.

Adopted May 10, 2016