

STAFF TRAINING AND DEVELOPMENT

The Library shall support the training and development of staff based on the following:

1. The Library's needs and priorities for development of specific expertise to meet future growth of services
2. Staff members' individual needs to develop specific competencies in their positions
3. The Jefferson-Madison Regional Library's role in support of statewide library activities
4. The Library's need for staff to meet minimum competencies in the use of new technology

The Jefferson-Madison Regional Library supports Virginia Library Association membership for staff with a seventy-five per cent reimbursement of dues.

Adopted August 27, 2001
Reviewed 3/28/11

STAFF TRAINING AND DEVELOPMENT

ON THE JOB TRAINING

On the job training will be available to all employees and will include the following:

1. annual In-Service Day
2. participation on JMRL committees, task forces, or special research projects
3. area workshops, sponsored by VLA, the City, or the JMRL
4. representation at community meetings, where appropriate, such as the Chamber of Commerce, etc.
5. opportunities for job rotations, cross training, promotions, and transfers
6. opportunities for participation in statewide library activities, such as those of VLA and the Library of Virginia

FUNDING

Funding available for staff training and development varies annually. National conference attendance (PLA and ALA) is especially limited. Branch and Department Managers will review and evaluate staff applications for national conference attendance, selecting staff members to attend as funding permits.

Priorities for funding conference attendance will be as follows:

1. conference registration
2. overnight accommodation at shared room rate
3. cost-effective transportation

**REQUESTING WORKSHOP/CONFERENCE ATTENDANCE
OR TUITION REIMBURSEMENT**

1. Staff members requesting conference or workshop attendance or tuition reimbursement should first follow the following guidelines:
 - a) Staffing levels in an individual's branch or department must be adequate to permit attendance.
 - b) All staff training opportunities must be reviewed and approved by the immediate supervisor, with appointments to local, state, and national committees also approved by the Library Director.
 - c) Each staff member is encouraged to take some responsibility and make some contribution of either time or money toward his/her training and development.
 - d) Use of the JMRL van for group or individual travel is encouraged whenever possible, especially for day trips. Personal vehicle use is **not** an option, nor will the cost be reimbursed, **unless** the availability of the library van has been discussed with the Business Manager or Library Director first.

2a. Applying for Conference Attendance

Staff member completes Request for Workshop/Conference Attendance/Tuition Reimbursement form, and has it reviewed and approved by the immediate supervisor before submitting it to the Library Director and Business Manager. Once approved, the staff member will pay for those workshops/conferences costing \$25.00 or less, and will request reimbursement from the Business Office upon completion.

Providing there are at least three weeks preceding the request and the actual start date of the workshop/conference, and the cost is greater than \$25.00, the Business Office will request a check from the City. The check will be sent to the staff member, who will be responsible for submitting the check along with the registration.

2b. Applying for Tuition Reimbursement

Staff member completes Request for Workshop/Conference Attendance/Tuition Reimbursement form and has it approved by the Library Director, before enrolling in the class, with reimbursement by the Library provided after receipt of a passing grade.

3. Conference Attendance Request Approval/Denial
 - a) National Conferences: Branch and Department Managers will review and evaluate staff applications, selecting staff members to attend as funding permits. The Library Director will notify all applicants of the decision and the level of funding.
 - b) Other Conferences: Library Director will review and evaluate staff applications, selecting staff members to attend as funding permits, and notifying all applicants of the decision and level of funding.
4. Following the workshop/conference, copies of evaluations should be submitted to the following:
 - a) supervisor
 - b) personnel file
 - c) copy to appropriate Branch or Department Manager

MASTERS DEGREE IN LIBRARY SCIENCE

The JMRL supports staff members in pursuit of a professional degree in Library Science. Individual agreements/contracts will be developed between the JMRL Board of Trustees and the potential MLS student.

The following are guidelines for consideration of MLS support:

1. Staff member must be an employee of the JMRL for a minimum of one year, with satisfactory evaluations.
2. Staff member must be accepted to an ALA-accredited program.
3. JMRL support is limited to \$1,000 annually, and a total amount of \$4,000. Reimbursement is allowed for classes only after receipt of proof of passing grades.
4. Staff member will owe JMRL at least two years of service following completion of a degree.
5. Professional position and promotion upon completion of degree are not guaranteed.

OTHER ADVANCED DEGREES AND CERTIFICATION

A Masters Degree in Public Administration has great relevance to library management. Several programs are available in the JMRL area and may be appropriate for Library management staff. Certification programs in specific skill areas may also be considered as vital to the JMRL's future growth and development.

