



References:

Purpose: The Library Board recognizes the importance of informed well-trained staff. It supports this policy by providing, within the limits of its budget, orientation programs, encouragement and support for attendance at library conferences, workshops, and library-related courses, as well as institutional membership in library organizations.

1. Orientation

- 1.1. New employees are given orientation and training that will prepare them to best provide service to the public.
- 1.2. Orientation and training are the responsibility of the Library Director or designate and includes an understanding of the role of the Library in the community, the responsibilities and duties of the Board and staff, and the Library's policies, services, goals, and objectives, as well as specific training for the employee's position.
- 1.3. Each new employee is given access to an Employee Handbook for personal use and study along with job-specific material provided by the employee's supervisor.

2. Staff Development

- 2.1. The Library Director may, within the limits of the budget, approve staff attendance at library or library related workshops, conferences, or participation in education courses without prior Library Board approval.
- 2.2. Cost of staff attendance at library conferences is covered in accordance with Policy HR.6.
- 2.3. The Library Board authorizes the Library Director to close the Library one day per year for a staff development workshop.
- 2.4. . The Board supports and encourages informal, ongoing sharing of information among library staff as part of their continuing education.

3. Continuing Education

- 3.1. The Board supports staff attending formal education programs to further their education.
- 3.2. Employees wishing to take an unpaid leave of absence for the purpose of further education must provide a written request to the Library Director for such leave.
 - 3.2.1. For an absence to pursue further education, the Library Director will hold an employee's position for a maximum of two (2) years.
 - 3.2.2. Employees taking a leave of absence are expected to return to work for the Library Director for a minimum of one year following program completion.