

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

## 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 is the responsibility of the Head Librarian 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 a Staff Handbook for personal use and study along with job-specific material provided by the employee's supervisor.

## 2. Education

2.1. The Head Librarian may, within the limits of the budget, approve staff attendance at library or library-related workshops and conferences without prior Board approval.

2.2. Cost of staff attendance at library conferences is covered in accordance with Policy HR.5.

2.3. The Library Board authorizes the Head Librarian to close the Library one day per year for the purpose of staff development workshops. Any additional days must be approved by the Board in advance.

2.4. The Board supports and encourages informal, ongoing sharing of information among library staff as part of their continuing education.

Approved by: \_\_\_\_\_

Board Chair

Date Approved: March 10, 2014

Replaces Policy Approved: 2004/07/22

### **3. Formal Further 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 Head Librarian for such leave.

3.3 Employees may request an interest-free loan from the board to cover the cost of registration and supplies for a formal education program.

3.4 The education program must be related to the employee's work at the library and must be approved by the Head Librarian prior to the program start date.

3.5 Employees engaging in formal education programs supported by the Board will be required to enter into a contractual agreement with the Library Board.

Approved by: \_\_\_\_\_

Board Chair

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