

## Hanna Library Board

### Staff Orientation and Continuing Education Policy

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

#### Orientation

1. New employees are given orientation and training that will prepare them to best provide service to the public.
2. Orientation and training is the responsibility of the Library Director and includes an understanding of:
  - the role of the Library in the community
  - the role of the Library in the larger library community, including participation in both the local library system and the Provincial Library network
  - the responsibilities and duties of the Board and staff
  - the Library's policies, services, goals, and objectives, and
  - specific training for the employee's position.
3. Each new employee is given a Staff Handbook, specific to position, for personal use and study along with job-specific material provided by the employee's supervisor.

#### Education

4. The Library Director may, within the limits of the budget, approve staff attendance at library-related meetings, workshops and conferences without prior Board approval.
5. Within budget guidelines and with prior approval of Library Management, expenses incurred by individual staff members for travel, subsistence, lodging, and registration fees will be reimbursed.
6. The Library Board supports and encourages the ongoing training of library staff through staff development workshops and regular system training sessions. With the authorization of the Board, the Library Director may occasionally close the library to allow staff the opportunity to attend these training opportunities.
7. The Board supports and encourages informal, ongoing sharing of information among library staff as part of their continuing education.

### **Formal Further Education**

8. The Board supports staff attending formal education programs related to their work at the library to further their education.
9. Employees wishing to take an unpaid leave of absence for the purpose of further education must request approval from the Board.

### **Library Association Memberships**

10. The Board purchases an annual institutional membership in the Library Association of Alberta (LAA). The Library Director is the voting representative.
11. Within budget guidelines and with prior approval of the Library Director, other association institutional memberships may be purchased.
12. Expenses incurred by individual library staff members for association memberships may be reimbursed, with prior management approval. The Library Director will approve individual memberships for library staff members. The Library Board will approve individual memberships for the Library Director by board motion.

### **Procedures**

1. The director should attend a system conference and/or the provincial conference each year.
2. Staff should be able to take relevant coursework from post-secondary institutions, including distance education courses. Encourage staff members who are interested to work towards a Library Operations Assistant (LOA) certificate, a Library Technician diploma, or a Master's in Library and Information Studies (MLIS) degree

### **Professional Development Requests and Approval**

#### **1. Requests**

- a. Staff **(with the exception of Library Director)** will request training and development with the Library Director.
- b. Library Director will request training and development with the Board.
- c. For approval the Hanna Library Board Professional Development Request form shall be completed and submitted prior to date of training.

#### **2. Compensation**

- a. Staff will receive a regular day's pay when attending staff development activities during normal working hours or a day-off in lieu if the activity falls on a regularly scheduled day-off.
- b. Staff will be compensated for staff development activities at the discretion of the Library Director.

### **References**

Libraries Regulation 7(1)(b)

**Approval Date: March 4, 2019**

**Date for Review: March 2020**