Library Service Agreement #11 – Guidelines for Training

Require participation in and reporting of a minimum number of hours of annual training. Training can include face-to-face or online training. Please see below for details.

A. Administrative Staff: Library directors and administration will receive a minimum of 25 contact hours of library related training annually, of which at least 20 hours will be regionally or state sponsored.

B. Paid staff working 20 hours or more: staff working 20 hours or more will receive a minimum of 10 contact hours of training annually, of which at least 5 hours are regionally or state sponsored.

C. Paid staff working 19 hours or less: staff working 19 hours or less will receive a minimum of 6 hours of library related training annually, of which at least 2 hours are regionally of state sponsored.

What will count as training?

- All training must be at least one hour in length to be considered and must be related to library services
- Any in-service, roundtable, or seminar offered by the regional library system
- Training offered by the State Library and Archives
  - Includes Summer Reading Workshop, TEL Training, Verso training, Trustee Workshop, etc.
- Training webinars, conferences and pre-conferences sponsored by professional library associations (TLA, ALA, PLA, ARSL)
- One-on-one training provided by state or regional staff that is documented
- Training offered by a national professional organization (for example ALA & PLA)
- Webinars offered by WebJunction, Infopeople, and other state approved providers
- Training toward meeting the library staff core competencies
- Staff training days sponsored by the library where you are employed
- Any training required by the city or county government. Must be documented

Who is administration? Administration includes professionals or staff who fill a supervisory role and who work in the library full time.

What if I attend a college course directly related to library science? You will be awarded credit for the course based on the credit hours of the course. For example, a three credit course would count for three hours.

Will conferences count? Library directors may make a determination as to how many hours should be awarded for a conference. However, conference participation may not exceed eight hours per event. Attendance at a pre-conference will count hour-for-hour.

How will my training be monitored? You or your library director will keep track of your training and share that information with the regional library. Library directors have the flexibility to exempt staff not providing direct library services (i.e., IT, office and janitorial staff). Progress toward meeting the guidelines will be included in the monthly or quarterly regional report.

What if the guidelines are not met? Continuing education is a component of the Library Service Agreement. Training will be reviewed by your regional director and shared with your library board. Information will also be shared with the State Library and Archives.