Definitions:

Professional Development: Engaging in specific activities to update, upgrade, and increase competencies and skills so as to raise the value of our professional work continuously.

– Library Association of Singapore

Continuing Education: Instructional program that brings participants up-to-date in a particular area of knowledge or skills.

– thefreedictionary.com

Purpose:

Library faculty are required to engage in professional development as part of their job description.

Full-time library support staff are encouraged, but not required, to pursue professional development or continuing education opportunities.

Professional development and continuing education activities for all library staff should be library-related and pursued with the intent of:

- Providing quality service to patrons
- Maintaining competencies
- Learning new skills

Types:

On-site and off-site professional development and continuing education opportunities are available to library staff.

On-site opportunities may include formal skill-based classes or workshops, such as those offered by the Center for Excellence in Teaching and Learning. On-site opportunities may also include self-directed activities, such as attending webinars, following listservs, and reading professional literature.

Off-site opportunities typically consist of conferences and workshops arranged by national, regional, or state organizations. Examples of these are listed in the appendix.
Approval Procedures:

For on-site professional development, staff members should notify their supervisor, and add the event to the Illstaff Outlook calendar as necessary.

For off-site professional development, staff members need to seek approval for both the use of work time and funding (when applicable), in addition to the above steps. If seeking reimbursement for travel, staff members must obtain funding approval from the Library Director before completing a travel request form. Additionally, when requesting off-site travel, staff members should obtain a school car from the Motor Pool Director. Many professional development opportunities are inexpensive or free, and using the school car minimizes the amount to be reimbursed.

Once a professional development activity and any necessary funding has been approved, staff members must submit a Travel Request form, prior to the date of travel, indicating that they are using university time and a university or personal vehicle for an off-campus activity.

Approval Criteria:

For approval of funding, in general, the faculty or staff member should meet one or more of the following criteria:

- The faculty or staff member is presenting at the conference or workshop.
- The faculty or staff member is required to attend because of an office or committee seat held.
- The conference or workshop is related to title-specific duties.
- The conference or workshop addresses goals stated in the library work plan.
- The conference or workshop is related to general library activities.

In cases of conflict, priority will be given in order of the list above. However, consideration must also include cost and location of the activity, availability of the school car, and prestige of the opportunity.

Funding Options:

Funding for faculty and staff professional development and continuing education opportunities comes from a variety of sources, including:

- Travel budget
- Supply budget
• Library Technology Fee
• Library Foundation accounts
• Linscheid Library Academic Friends
• Scholarships and/or grants

Selection among the funding options is at the discretion of the Library Director.

**Reporting Procedures:**

Faculty and staff will keep track of all professional development and continuing education activities.

Faculty will include these activities in their annual evaluation document, as well as post notes at K:\LIBRARY\Administrative\Professional Development.
APPENDIX:

Resources for off-site professional development:

- American Library Association (ALA)
  - Oklahoma Library Association (OLA), [http://oklibs.org](http://oklibs.org)
  - DRoCs (Divisions, Roundtables, and Committees)
    - Oklahoma Division of the Association of College and Research Libraries (OK-ACRL), [http://okacrl.okstate.edu/](http://okacrl.okstate.edu/)
      - Community of Oklahoma Instruction Librarians (COIL), [http://okacrl.okstate.edu/coil/announcements/meetings.html](http://okacrl.okstate.edu/coil/announcements/meetings.html)
      - Public Access Services Interest Group (PASIG), [http://okacrl.okstate.edu/pasig.htm](http://okacrl.okstate.edu/pasig.htm)
- Amigos, [https://www.amigos.org](https://www.amigos.org)
- Oklahoma Department of Libraries (ODL), [http://www.odl.state.ok.us/](http://www.odl.state.ok.us/)

Resources for on-site training:

- EDUCAUSE -- [http://www.educause.edu/eli/events](http://www.educause.edu/eli/events)
- TechSoup for Libraries -- [http://www.techsoupforlibraries.org/events](http://www.techsoupforlibraries.org/events)
- InfoPeople-- [http://infopeople.org/training](http://infopeople.org/training)
- Continuing Ed Courses at University of Wisconsin-Madison: [http://www.slis.wisc.edu/continueded.htm](http://www.slis.wisc.edu/continueded.htm)