

**TOWN OF MCLENNAN LIBRARY BOARD**  
**STAFF ORIENTATION AND CONTINUING EDUCATION POLICY**

The Town of McLennan Library Board recognizes the importance of well-trained and informed staff. The Board supports this policy and within budgetary guidelines promotes and encourages support for attendance at library conferences, workshops and library-related courses both within and outside the Town.

**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 Manager 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 the Peace Library System and the Provincial Library network
  - the responsibilities and duties of the Board and staff
  - the Library's Policies ,Bylaws, Goals and Objectives and services
  - specific training for the employee's position

**Education**

3. In accordance with the budget the Library Manager may attend the Alberta Library Conference in Jasper every second year.
4. Within budgetary guidelines and upon provision of written receipts the Library Manager and/or staff will be reimbursed for reasonable expenses incurred when attending continuing education opportunities, to include travel, subsistence, accommodation and registration fees.
5. The Board supports and encourages informal and ongoing sharing of information among staff as part of their continuing education.

**Formal Education**

6. The Board supports the Library Manager attending formal education programs related to their position in the library and to further their education.

## **Library Association Memberships**

7. The Board purchases an annual institutional membership in the Library Association of Alberta (LAA). The Library Manager is the voting representative
8. Expenses incurred for association memberships may be reimbursed according to budgetary guidelines. The Library Board will approve individual memberships for the Library Manager by Board motion.

Approved: November 2006

Revised: March 2015

Reviewed: December 2018

Revised: February 2019

Next review: January 2021

Board Chair: