

Professional Development /CE Policy

Introduction

Librarianship has a diverse and changing landscape. In order to fully meet the needs of users, librarians must constantly stay informed of innovations and new practices and how to implement them. The Lewis & Clark Library System strives to make this process easier for members by providing high-quality professional development and continuing education opportunities that address core competencies as well as future needs.

System Responsibilities

LCLS Staff:

- Establish a Calendar—LCLS staff meets at least three times a year (fall, spring, and summer) to discuss potential courses and create a schedule.
- Establish Core Courses—LCLS develops a set of core courses to be offered each semester by LCLS instructors.
- Offer Elective Courses—Elective courses are courses other than the core offerings. New courses are offered each semester to meet the evolving needs of our membership.
- Offer LLSAP Training—Training on the integrated library system software is offered as part of the fees paid to the LLSAP consortium. Only LLSAP member libraries that are current with their LLSAP fees may attend LLSAP training events.
- Make Teaching Assignments—LCLS makes teaching assignments based on knowledge of the subject area. Instructors are assigned to teach only courses for which they are qualified.
- Make Contracts for Outside Instructors—LCLS may make contracts with outside instructors for the provision of additional courses. These contracts are made between the outside instructor and the Continuing Education Coordinator, with the consent of the Executive Director.
- Assess Courses—Evaluations distributed at the end of each course are used to assess the effectiveness of each course and are used for the future semester's planning.
- Assess Learning—Each course offered by LCLS includes objectives and measurable outcomes.
- Assess Fees—
 - For Illinois Library System members: Core courses are free; elective courses may require fees to cover course expenses.
 - For others: Fees for all courses are at least \$10.00 per person.
- Cancel Events—For core courses and LLSAP training, LCLS cancels a course two business days prior to the start of the course if fewer than four participants have registered. For elective courses, LCLS works with the LCLS instructor and/or the contracting outside instructor to determine a mutually agreed upon lowest number of participants. LCLS reserves the right to cancel any course for which participants are required to pay a fee if the amount of money collected is not enough to cover the expenses.

- Make refunds—For courses requiring a fee, participants receive a full refund of any money paid as long as the request to cancel participation is completed prior to the deadline for dropping the course. If the request to cancel is received after the deadline, no refund will be made.

Member Responsibilities

Members:

- Suggest Courses—If a member would like to suggest a new course, the member works with an LCLS staff person to develop a proposal for the new course.
- Assess Courses—Upon completion of each course, participants are asked to complete a standardized evaluation.
- Register for courses they intend to attend.
- Cancel Registration—If a staff person cannot attend a core course that he/she registered for, he/she is expected to cancel registration at least three days prior to the start of the course. For all other courses, participants can cancel registration according to the date agreed upon by LCLS and the contracting outside instructor. This date will appear in the registration calendar.
- Monitor email notification—Members are expected to have an active email account to receive information about courses and to register for courses.
- Attend courses for which they are registered.
- Attend courses to enhance their knowledge, skills, and abilities.

Others choosing to participate in LCLS courses have the same responsibilities as those listed above for members.

Approved by Board Action July 21, 2009