

BELGRADE COMMUNITY LIBRARY
106 N BROADWAY
BELGRADE, MT 59714
388-4346
www.belgradelibrary.org

STAFF DEVELOPMENT POLICY

Staff is the greatest asset of the Belgrade Community Library. The Library is committed to having a trained and educated workforce and encourages staff participation in the Montana Certification Program through the Montana State Library. During the first week on the job, every new employee will receive a general orientation to the Library.

All staff members are encouraged to attend job-related workshops and seminars. Funds will be budgeted as equitably as possible to cover the travel expenses and registration fees for training.

Additional work time may be given to attend training that meets the employee's training needs. Travel expenses and registration fees will be reimbursed if funds are available, upon approval of the Library Director.

Professional and paraprofessional staff are encouraged to attend library science and related professional association meetings, such as the MLA annual conference, state library training, and regional conferences. Limited funds are budgeted for this purpose, and staff wishing to attend conferences should indicate their interest to the Library Director. If there are not sufficient funds to cover costs for all employees wishing to attend conferences, funds will be given first towards the expense of staff members who have official responsibilities or who are officers of the association. Remaining funds will be prorated so that as many staff members as possible have some financial support. Attendance at professional association conferences and meetings will be rotated as equitably as possible among staff members.

In order that training may be shared with other staff, written reports will be required by the Director to receive continuing education credit. Employees may also be required to conduct programs, training, and similar activities for other staff.