

## TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

**Category:** Personnel  
**Policy Number:** 509  
**Title:** Continuing Education of Staff

### **Policy Statement:**

All library staff shall endeavour to keep abreast of new library developments in the field.

### **Guidelines and Procedures:**

1. The staff shall be given reasonable time to attend workshops, seminars, conferences and other library related functions as schedules in the library permits.
2. All staff members will be encouraged to take educational courses to upgrade their library knowledge.

Policy #509  
Continuing Education of Staff

Date Approved: November 14, 2012

Date to Review: March 18, 2023