

Vilna & District Municipal Library Board Policy Manual

Category: Personnel

Policy Number: 511

Title: Expenses for Educational Courses

Policy Statement: Library staff shall be encouraged to enroll in, and complete courses, that will upgrade their skills to work more effectively in the library.

Guidelines and Procedures:

1. The staff member shall enroll in courses of his/her choice with approval from the Board. The registration expenses are borne by the staff member enrolling.
2. The Board will pay for the cost of the course upon written evidence of its successful completion by the staff member. An example of written evidence would be a transcript or certificate from the educational body.
3. When the Board requires that the Library Manager take a course, the Board shall pay for the course.

Date Approved: January 2, 2021

Date to be Reviewed: January, 2024