



Next Review Date: March 2023

**Town of Manning Municipal Library Board  
Staff Orientation and Continuing Education Policy  
Required under Libraries Regulation 7(1)(b).**

The Town of Manning Library Board (hereafter referred to as the Board) recognizes the importance of informed and well-trained staff at the Manning Municipal Library (hereafter referred to as the Library). It supports this policy by providing, within the limits of its budget, orientation programs; encouragement and support for attendance at library conference, workshops, and library-related courses within and outside the Town; and institutional membership in library organizations.

**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:
  - a) the role of the Library in the community
  - b) the role of the Library in the larger library community, including participation in both the local library system and the Provincial Library network
  - c) the responsibilities and duties of the Board and staff
  - d) the Library's policies, services, goals, and objectives, and
  - e) specific training for the employee's position including a training manual.

**Education**

3. The Library Manager may, within the limits of the budget, approve staff attendance at library-related meetings, workshops and conferences without prior Board approval.
4. Within budget guidelines and with prior approval of Library Management, expenses incurred by individual staff members for travel, subsistence, lodging, and registration fees will be reimbursed, upon submission of receipts and the properly completed form to Library Management.
5. The Board supports and encourages the ongoing training of library staff through staff development workshops and regular system training sessions. With the authorization of the Board, the Library Manager may occasionally close the library to allow staff the opportunity to attend these training opportunities.
6. The Board supports and encourages informal, ongoing sharing of information among library staff as part of their continuing education.

**Formal Further Education**

7. The Board supports staff attending formal education programs to further their education.

8. Employees wishing to take an unpaid leave of absence for the purpose of further education must provide a written request to the Library Manager for such leave. The education program must be related to the employee's work at the library and must be approved by the Library Manager prior to the program start date.

9. For an absence for the purpose of further education, the Board may hold an employee's position for a maximum of two (2) years.

#### **Library Association Memberships**

10. Within budget guidelines and with prior approval of the Library Manager, other association institutional memberships may be purchased.

11. Expenses incurred by individual library staff members for association memberships may be reimbursed, with prior management approval. The Library Manager will approve individual memberships for library staff members. The Library Board will approve individual memberships for the Library Manager.

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Date Approved

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Board Chair Signature