

Continuing Education

Overview

Continuing Education (CE) for library personnel, administrators, and trustees remains a vital aspect of System services in order to enable members of all library types to keep abreast of the skills and knowledge required to satisfy changing patron needs.

By supporting both formal and informal means of continuing education, the System plays an important role in fostering the next generation of librarians. In this regard, the System not only serves as the champion for the personal development of library personnel, but also as an advocate for the future of the profession.

Administration and Service

The System will

- annually provide or cosponsor at least 50 contact hours of CE for the training needs of entry-level library personnel who may be new in position, as well as librarians who need to update their formal education, and governing officials who need to understand library responsibilities in a changing environment;
- vary the locations and times of CE programs to accommodate the members' needs, when possible offering programs in more than one location, taping programs for future use, and offering bus/van transportation;
- make every effort to employ a variety of delivery methods (satellite, videoconferencing, webcasting, web based training, etc.), with the objective of making programs accessible to members, whatever their location within the System;
- keep in mind that expense makes programming inaccessible to some members; and while the System may charge fees to offset the cost of programming, every effort will be made to keep fees to a minimum.
- offer opportunities to cosponsor programming with other provider organizations, including other library systems, libraries, and the Illinois State Library. The System remains committed to assisting members to gain access to LTA, Bachelors, and MLS programs;
- determine CE priorities by bringing System consultants together to decide the makeup of the System CE calendar;
- conduct an annual review of programming needs by use of member surveys, evaluation forms, and CE advisory meetings, and design events to meet CE needs;
- serve as ISBE provider of professional development activities and keep track of all members' CE credit through use of online registration software.

The annual System CE Calendar will include at minimum the following programs:

- an orientation of staff, trustees, and governing officials of member libraries
- a workshop for governing officials
- a program of new developments in areas such as technology, legislations, and new approaches to problem solving.

Staff and Resources

The System will designate a consultant to guide the planning and implementation of CE programs. The consultant may serve in other capacities as best suit the needs of the system and membership.

All efforts will be made to provide access to adequate facilities/meeting rooms and equipment for presenting programs. This may involve conducting programs at System service centers, member libraries, or other facilities that provide the necessary accommodations. Other programs may be presented using modern technology.

Member Library Responsibility

Member libraries should provide paid release time for their professional staff to attend at least 10 contact hours, and for support staff to attend at least five contact hours of system-sponsored or system-endorsed CE events annually.

The staff of member libraries should be willing to serve as resource people for CE events.

Member libraries should send appropriate persons to System orientation programs.