

LIBRAS CONTINUING EDUCATION PROGRAM GUIDELINES

Purpose:

To provide partial financial support in order to further the professional development of LIBRAS library staff, both full and part-time but excluding student workers, so that benefits will accrue not only to the individual and his/her library but also to LIBRAS.

Types of Activities Covered and Funding Levels:

The program covers, but is not limited to, the following activities (if a particular activity is scheduled for several locations, the nearest location must be chosen):

Category A

Attendance at conferences that cover subjects of relevance to the operations of academic libraries -- specifically ACRL, IACRL, ILA, LOEX and ALA (annual conference only). The Executive Committee and the Past President/Continuing Education Coordinator will consider multiple requests for funding from each member institution.

- LIBRAS will pay the registration, only at the early bird rate, for anyone who is eligible.

Category B

Attendance at pre-conferences, conferences and workshops of specialized interest that are not sponsored by LIBRAS. Ordinarily, only one person per library will be funded for a given event in this category.

- For any conference, or workshop, where the registration is less than \$50.00 and where LIBRAS funded travel, lodging, and meals are not necessary, LIBRAS will fund the entire registration fee.
- For any pre-conference, conference, or workshop where the registration is more than \$50.00 and where travel, meals and/or lodging is necessary, LIBRAS will fund up to half the total to a maximum of \$500.00. (Refer to the Travel and Reimbursement Policy in the Administrative Handbook for further details regarding travel and lodging.)

Category C

Online continuing education courses that cannot be counted toward a degree.

- LIBRAS will pay up to half of the registration fee to a maximum of \$500.00 for online continuing education courses.

Eligibility:

- All LIBRAS staff members, full and part-time but excluding student workers, are eligible to apply. The applicant must have direct job responsibility for the subject area covered by the activity.
- Each year, a LIBRAS staff member may apply for funding for more than one continuing education activity; however, the requests may or may not be funded depending on the availability of funds.
- The LIBRAS Executive Committee will attempt to distribute continuing education funds in an equitable manner among the member institutions.

Accountability:

Category A

- The recipient is required to submit a receipt or verification of registration and a one-two page written report on the content of his/her continuing education experience to the LIBRAS Past President/Continuing Education Coordinator within 30 days after the conclusion of the continuing education activity funded by LIBRAS. This report will be shared with all LIBRAS members on the LIBRAS website and will be filed with the original application as an official LIBRAS document.
- Failure to submit this report within the 30 day period will mean forfeiture of reimbursement funds from LIBRAS for this continuing education activity and will prevent any future funding of continuing education requests from LIBRAS to that individual.

Category B

- The recipient is required to submit proof of conference or workshop registration, receipts for travel, and a one-two page written report to the LIBRAS Past President/Continuing Education Coordinator within 30 days after the conclusion of the continuing education activity funded by LIBRAS. This report will be shared with all LIBRAS members on the LIBRAS website and will be filed with the original application as an official LIBRAS document.
- Failure to submit this report within the 30 day period will mean that the registration fee must be refunded to LIBRAS for this conference and will prevent any future funding of continuing education requests from LIBRAS to that individual.

Category C

- Proof of course completion and a one-two page written report on the content of his/her continuing education experience must be submitted to the LIBRAS Past President/Continuing Education Coordinator within 30 days after the conclusion of the continuing education activity funded by LIBRAS. This report will be shared with all LIBRAS members on the LIBRAS website and will be filed with the original application as an official LIBRAS document.
- Failure to submit this report within the 30 day period will mean that the tuition fee must be refunded to LIBRAS for this online course and will prevent any future funding of continuing education requests from LIBRAS to that individual.

Additionally, for any continuing education activity, the LIBRAS Executive Committee may ask any recipient to share his/her experience with other LIBRAS members if the content of the funded activity would be beneficial to the rest of the membership. This sharing may include, but is not limited to, a presentation at any type of LIBRAS meeting.

Application and Notification:

- Submit a completed application, approved by the applicant's director, together with a brochure or description of the activity to the Past President/Continuing Education Coordinator.
- Members may apply for LIBRAS Continuing Education funds at any time prior to the requested event or activity.
- Members may not apply for LIBRAS Continuing Education funds after an event or activity.
- The LIBRAS Executive Committee will approve or deny the request, determine what constitutes a "reasonable amount" of funding, and notify the applicant via email within 10 business days