

BETHLEHEM PUBLIC LIBRARY

SEMINARS, CONFERENCES AND PROFESSIONAL MEMBERSHIPS POLICY

Policy adopted by the Board of Trustees May 12, 1997

Policy revised September 12, 2005

Policy

Bethlehem Public Library supports staff attendance at seminars, workshops and conferences and participation in local, state and national professional organizations' committee work. These activities provide opportunities for library staff to keep abreast of developments and trends in library services and demonstrate a continuing commitment to professional growth.

Procedures

- Attendance at seminars or participation in committee work will be determined on an individual basis. Permission must be obtained in advance.
- The director will make the final decision based on several factors: the location of the seminar, cost, and benefit to the library.
- For attendance at seminars and conferences in the Capital Region, the library will pay registration costs and parking, and allow for leave time.
- For state and national conferences, the library will reimburse for
 - “early bird” registrations at member rates. Any amount over this base price will be paid by the employee.
 - a predetermined price for lodging based on the average cost of sharing a room at the conference site. Employees wishing other arrangements will make up the difference.
 - a predetermined per diem for meals
 - the most economical method of transportation.
 - mileage at the prevailing federal rate for travel outside the Capital District. (Carpooling is expected and approval for reimbursement for mileage must be obtained in advance.)
- For serving on a local, state, or national committee, the library will allow leave time for meetings and will permit necessary email and telephone communications related to committee service during work time.
- Time spent at conferences or programs beyond the regular work day will not be compensated.
- The employee is expected to
 - maintain professional memberships.
 - make travel and lodging arrangements as appropriate.
 - keep accurate expense records.
 - take full advantage of the program opportunities at the conference/seminar.
 - prepare a written report for the Director/Department Head.
 - share the learning experience with other staff.