

## **FT/PT Librarian Training Fund Information and Guidelines Librarians' Guild AFSCME Local 2626**

The Librarian Training Fund establishes a yearly recurring fund that reimburses training, membership or conference fees for Librarians, encouraging professional development.

### **The Librarian Training Fund offers applicants the following:**

- Up to \$750 in reimbursement for a single conference and associated travel and lodging.

### **Who is eligible:**

This fund is available to Librarians who have been members and have paid dues to the Librarians' Guild for at least 12 months.

**Total Training Fund amount:** \$5,000 per calendar year

**Maximum individual award amount:** \$750

**Maximum number of awards per individual:** 1 per calendar year

**Application period:** Rolling basis

The fund is currently limited to \$5000 - if requests exceed this total, approved applications will be chosen via lottery. This means that it's possible that not all applicants will receive funding. Any unspent money will go back to the fund for other applicants.

### **Justification**

The Librarians' Guild has a "tradition" of considering requests for professional development funds from librarians if the Library Training Office is unable to provide support. However, there is no documentation of this process, so most members do not know that this service is available to them. Setting up an official fund with guidelines published on the Librarians' Guild website will raise awareness of this benefit to members, and adds more perceived value to what membership dues are going toward.

## **Eligibility**

Half-time and full-time Librarians who are Librarians' Guild members may apply to receive funds for a single library-related training or conference that the Training Office:

- is unable to fund
- can only partially fund

Librarians must ask their supervisor for permission to attend said training or conference.

## **How to apply:**

An application must be sent at least six weeks before the training or conference is to occur. The Funds must be applied to a training, membership or conference occurring in the following twelve months, including those that occur during the application period.

## **Review**

A committed three-member review committee appointed by the Executive Board of the Librarians' Guild will meet regularly to discuss requests and make award recommendations. The committee would make recommendations at Executive Board and Membership meetings using a consent calendar model. To expedite the process, the committee may also email award recommendations to the Executive Board, then to award recipients prior to Membership Meetings; in these cases award announcements would be made at the next scheduled Membership Meeting. The committee is composed of:

- Vice President of Education and Training
- Membership Chair
- Chair of the Ad Hoc Sub Librarian Committee

## **Expectations for applicants:**

A statement will accompany the application, demonstrating the utility of the training under the following criteria:

1. How does this membership, training or conference benefit the applicant's career as an LAPL librarian?
2. How does this membership, training or conference benefit the branch/department where the applicant works?

## **Expectations for award recipients:**

Applicants who are awarded the funds are expected to either:

- write a short statement (100-200 words) for the Guild's publication *The Communicator* describing what they learned from their experience and how this benefits the branch/department where they work, or

- briefly present about their training experience at a Guild Membership Meeting.

Award recipients must track and report any expenditures they expect to be covered by the fund. The award will be sent as reimbursement after submitting a statement for *The Communicator* or presenting at a Guild Membership Meeting.

### **Application Requirements**

- Email an application with subject line “FT/PT Librarian Training Fund Application - [Name of Training or Conference]” to adam.libguild@gmail.com at least 4 weeks before the training or conference is to occur. Applicants must:
  - Forward email from the Training Office that indicates the amount of support the Training Office will or will not provide for said training/conference.
  - Forward email indicating supervisor’s approval for librarian to attend the training/conference.
  - Prepare a simple budget that indicates how the funds will be used. Funds may be used to cover registration, training materials, airfare, and/or room and board (see above.)
  - Write a 100-200 word statement on how the training is relevant to the librarian’s current position and what value it imparts to the Library. (see above.)
  - Share a link to the registration page that indicates the cost of the training/conference
  - If requesting funds for travel, room and board, or other training-related expenses, provide link(s) to the vendor page(s) indicating cost. Screenshots and PDFs may be accepted.
- Post-training/conference documentation:
  - Send copies of receipt(s) that show how funds were used to the Vice President of Education and Training and the Treasurer
  - Write and submit a reflection piece about the training/conference experience to *The Communicator* or schedule a presentation for the next membership meeting with Guild leadership at [librariansguild@hotmail.com](mailto:librariansguild@hotmail.com). Presentation will be recorded in the minutes by the Guild Secretary.

Please contact the Vice President of Education and Training with questions.