



Durham Public Library

49 Madbury Rd, Durham, NH 03824 | (603) 868-6699 | durhampubliclibrary.org

---

## **DPL PROFESSIONAL DEVELOPMENT POLICY**

The Durham Public Library recognizes the importance of encouraging and supporting employees in the professional development activities that are related to their employment. The following priorities shall be set for the development of professional skills that enhance library service to the community.

### **Monetary Guidelines**

- Maximum amount to be used in a calendar (budget) year: Up to \$10,000.00
- Maximum amount per DPL employee per year: Up to \$1,500.00 for full-time employees and up to \$1,000.00 for part-time employees.
- At the discretion of the Board of Trustees, the maximum amounts may be adjusted.

### **Priority Uses**

#### **1. Tuition**

All Library employees are encouraged to pursue educational opportunities. Priority will be given to offset program costs of Master's Level Degree Programs at an accredited institution up to \$3,000.00. Reimbursement would be retroactive contingent upon obtaining at least a 2.0 course grade. The Library will not reimburse for repeated coursework.

#### **2. Internal Professional Development**

In-House Training and/or Cross-training of staff. Training shall occur as feasible, but the Library may close for staff training upon the approval of the Board. Staff shall be paid their hourly wage for hours of training.

#### **3. External Professional Activities**

Any workshop, conference, or on-line tutorial that would benefit the individual and consequently the library. Staff shall be paid their hourly wage for hours spent up to an 8-hour day. Expenses covered include mileage, tolls, per diems for meals, lodging, and conference/workshop registration fees.

#### **4. Professional Development Memberships**

All library employees are encouraged to participate in job-related membership associations. With approval, the library will pay for annual memberships in such a professional, civic, or community-wide organization for requesting employees. Approval of a request is subject to the availability of funds.