



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 \$3,000.00 for full-time employees and up to \$1,500.00 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.

Objections to Library Resources

The Library will review, consider and respond to all comments and questions about library materials, services, programming, and policy although greater weight may be given to the requests of eligible cardholders, who are the Library's constituents. Any individual who wishes to provide comments or questions about any item(s) in the collection or the services and programs the Library provides to the community should complete a [REQUEST FOR RECONSIDERATION OF A LIBRARY RESOURCE FORM](#). Requests for reconsideration will be reviewed by the Director who will respond to the requesting individual in writing within thirty days with a decision on the request.

If dissatisfied with the Director's decision, the individual may appeal the Director's decision to the Library Board of Trustees. The appeal must be in writing and filed within 7 days of the Director's written decision by delivery to the Library Director. The Board of Trustees will review the individual's written appeal request, the original Request for Reconsideration of a Library Resource Form and the Director's decision at the next available regular meeting. This may not be the next scheduled meeting if the agenda has already been published or if there is a full agenda already established. The individual will receive a letter with the Board's decision on the appeal within thirty days of the meeting at which the appeal is considered. The Board's decision is final and will remain in effect for a term of five years during which a challenged resource will not be subject to further challenge absent recommendation from the Director.