

UALC Professional Development:
Library Staff Sharing Program

March 14, 2008 (revised)

- I. **Purpose:** a professional development opportunity to share expertise between member libraries.
- II. **Eligibility:** any employee, full or part time, employed in a member library may request a sharing opportunity with another UALC library.
- III. **Frequency:** individuals may apply for only one staff sharing opportunity per year. However each library may apply for more than one sharing activity per year.
- IV. **Application Process** (forms are available on page 3-4 of this document on the UALC website):
 - a. The individual interested in applying for the staff sharing program will work with their supervisor, director and host library staff and director to determine if the staff sharing opportunity would be beneficial.
 - b. Applicant completes the *Application to Participate in Library Staff Sharing* form and submits it to his/her supervisor and/or library director.
 - c. The applicant's supervisor and/or director forwards the request for staff sharing to the UALC Council chair and treasurer.
 - d. The UALC Council chair approves the visit.
 - e. The treasurer allocates funding if available
 - f. The applicant is informed that the staff sharing visit has been approved (or not) and proceeds by making all arrangements for the visit.
 - g. Within 30 days of completion of the staff sharing visit, a request for reimbursement for expenses must be made using the *Library Staff Sharing Reimbursement Form*; this form is submitted to the UALC chair and treasurer.

Also within 30 days, a brief one page report should be submitted to the UALC Professional Development chair for review and sharing with the Directors' Council. The report should cover what the participant learned during their visit and an evaluation of the benefit of the experience.

- V. **Funding:** the UALC Board of Directors will allocate a budget for this program each year during the August Retreat:
 - a. Applications will be funded on a first-come, first-served basis as long as funding is available.
 - b. Applicants will be funded by UALC based on the criteria listed below:
 - i. Maximum nights lodging: two nights
 - ii. Mileage paid as follows:
 - 1. University/College Car: established current rate
 - 2. Private Car: established current rate
 - iii. UALC will pay for all approved costs.

- VI. **Promotion:** UALC Professional Development committee representatives will promote the Library Staff Sharing Program to colleagues at their respective institutions (staff meetings, bulletin boards, email, etc.). Information about the program and the application process will be posted on the UALC PD website. Announcements will be sent to UALC-Announce.

- VII. **Assessment:** the UALC Council will review and assess the benefits of the Library Staff Sharing Program at the August retreat.

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Application to Participate in Library Staff Sharing Program

Name: _____

Library: _____

I would like to request an exchange with _____

Describe in three to five sentences the purpose for this visit.

Suggested Date(s): 1st _____

 2nd _____

Signature of Employee

Date

Signature of Home Institution's Director

Date

Signature of Host Institution's Director

Date

This application should be submitted via email, fax or other to the UALC Chair for official approval.

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Library Staff Sharing Program Reimbursement Form

Name of Traveler: _____

Library: _____

Address: _____

- Receipts must be attached for reimbursement.
- Reimbursements must be filed with the UALC treasurer within 30 days of the exchange completion.

Transportation: \$ dollar amount

Lodging: \$ dollar amount

Total: \$ dollar amount

Signature of Dean/Director of Library

Date

NOTE: Submit this form via email, fax or other to the UALC Chair and Treasurer.