

# **Portland Library**

**20 Freestone Avenue**

**Portland, CT 06480**

**860-342-6770**

## **Staff Development**

The Portland Library is committed to recruiting, training and retaining the most competent personnel available.

Staff development is ongoing. Continual staff development is necessary to enable the Library to respond to rapidly evolving technology and a rapidly changing environment. It also benefits the Library for staff to be aware of new developments in library services. Staff development prepares both the individual and the Library for the future.

Staff members are encouraged, and may be requested, to attend state and regional meetings and pertinent workshops. Staff members wishing to attend workshops should make requests to the Library Director. Each staff member attending a meeting or workshop is required to submit a written report to the Library Director.

Time spent at continuing education events is part of the staff member's scheduled workday. Funds are budgeted to pay for workshop fees and to reimburse staff for mileage to attend meetings and workshops.

Approved by the Library Board May 5, 1994

Revised March 16, 1995

Revised October 15, 1998

Reaffirmed February 21, 2002

***Last updated 3/17/2011***