



GUIDANCE STATEMENT 2014-1: CONTINUING EDUCATION POLICY AND PROCEDURES

Revised June 27, 2014

Replaces 2012-3

GENERAL INFORMATION

Section 3.13 of the Library Commission *Administrative Rule* sets minimum levels of continuing education (CE) as one of the requirements for libraries receiving state aid. Continuing education includes both formal and informal learning situations that keep library personnel aware of trends in the field, enhance job competence, or lead to specialization in new areas of librarianship. Continuing education ensures that West Virginia library workers have the skills and knowledge necessary to provide quality service and to generally improve library services. The Library Commission recognizes two types of continuing education events:

- **Conferences** are meetings sometimes lasting for several days during which attendees participate in presentations and discussions to obtain information (i.e. WVLA Annual Conference, Spring Fling, and ALA and PLA conferences.)
- **Workshops** are all other CE events (i.e. Staff Development Days, seminars, classes, webinars, etc.)

All public library directors and full-time library support staff are required to earn continuing education hours annually.

REQUIREMENTS

1. All directors and full-time staff employed on July 1 of each year must meet the continuing education requirements of the *Administrative Rule*. By **July 15** of each year, library directors must submit a list of current full time staff to WVLC Library Development Services.
2. Directors must annually earn eight (8) hours of CE credit by attending a combination of workshops and conferences. Multiple events may be attended to meet the state requirements; however, the conference requirement must be met by in-person attendance at a conference sponsored by an appropriate professional organization. The maximum hours awarded for any single event is four (4).

3. Full-time support staff must annually earn three (3) credits hours of CE during each fiscal year (July 1st to June 30th), and may earn a maximum of three (3) hours of CE credit at any one event.
4. The *Administrative Rule* requires directors and staff of Affiliate libraries to attend the annual Service Center Staff Development Day even if they have already accumulated the required CE hours.
5. Unless announced beforehand or offered by a provider on the ***WVLC Pre-Approved CE Provider List*** (below), all CE events must be approved for credit by WVLC Library Development Services. Submit [the Continuing Education Request for Approval](#) form to the Commission at least two (2) weeks prior to the event. Library Development will respond within two (2) business days of receipt of the form.
6. Verification of completion or proof of attendance must be submitted to WVLC as soon as possible upon completion of any approved CE opportunity. Verification/Proof of attendance must be provided in the form of a registration receipt, attendance sign-in sheet, certificate, "Thank you for attending" e-mail, etc.
7. Credit will be awarded up to the maximums stated in numbers 2 and 3 above.
8. Although WVLC records CE hours for all affected library staff, it is the responsibility of each director and employee to ensure report to WVLC Library Development Services appropriately.

PRE-APPROVED CONTINUING EDUCATION PROVIDERS

Verification or proof of attendance at events offered by these providers must be submitted to WVLC Library Development Services with a request for credit upon completion of the training.

- [West Virginia Library Commission \(WVLC\)](#)
- [West Virginia Library Association \(WVLA\)](#)
- [Other state library associations](#)
- Staff Development programs presented by [Service Center Libraries](#) are pre-approved but WVLC asks Service Centers to provide a copy of the program along with the attendance list.
- [American Library Association and its divisions \(ALA\)](#)
- [Public Library Association \(PLA\)](#)
- [Association for Rural & Small Libraries \(ARSL\)](#)
- [OCLC WebJunction](#)
- [Lyrisis](#)

FINANCIAL SUPPORT FOR CONTINUING EDUCATION

Depending on available funds, WVLC will provide financial assistance to libraries requesting to send employees to approved CE events or to otherwise provide CE opportunities in their libraries or service centers. To apply for assistance contact WVLC Library Development Services.