

## **Continuing Education**

The Hudson Public Library Board of Trustees encourages library employees to further their job related education and improve their job related skills. Staff job descriptions also require continuing education in the use of technology as needed for job performance based on position held.

In support of classes, seminars, or conferences in the field of Library Science, the library will pay for class and travel fees on a pre-approved basis. Employees can submit details of a class or program, including cost, description, and location to the Library Director for pre-approval.

Required training in the field of technology is available through on-line courses provided by the State Library of Iowa through WebJunction Iowa. The library will pay hourly wages based on the estimated time requirements listed in the course catalog. The Library Director will maintain a list of classes that will meet requirements. Required classes may include the use of office software, collection management software, database searching, basic networking, computer troubleshooting, and effective use of the internet. Enrollment in these courses also requires pre-approval.

Approved: September 2, 2008

Reviewed: 02/02/2009