

Memo re Professional Development Bursaries for Library Staff

February 24, 2023

LiRN encourages professional development for staff in the county and district law library network ("Staff"). LiRN acknowledges that continuing professional development and training contributes to personal job satisfaction, workplace productivity, and client service.

Bursaries for Conferences

Learn with LiRN Annual Conference

LiRN presents professional development sessions for Staff throughout the year through its Learn with LiRN curriculum. The curriculum culminates in the 2-day Learn with LiRN Annual Conference. All Staff are encouraged to attend the Annual Conference. Expenses for the Conference are paid for by LiRN and do not need to be included in your annual budget.

Other Conferences

LiRN, in its discretion, may provide funding for one Staff member from an association to attend one conference per year, including:

- CALL/ACBD Annual Conference
- AALL Annual Conference
- SLA Annual Conference

LiRN, in its discretion, may provide funding for Staff members with less than five years of experience in a law library to attend:

- CALL/ACBD New Law Librarians' Institute. This is an intensive, week-long program aimed at developing librarians' skills in the key competencies of law librarianship.

Please note that Staff are responsible for ensuring that they have the necessary travel documents where applicable. The funding does not cover the cost of purchasing travel documents such as passports.

Bursaries for Continuing Education Courses and Library Technician Programs

LiRN supports Staff in furthering their knowledge through continuing education courses that are directly related to their work in the county and district law libraries.

LiRN also supports Staff who wish to enroll in library technician diploma or certificate programs from accredited colleges.

LiRN will not fund degree-based courses either at the undergraduate or graduate level, including degrees in library/information science.

Proof of enrolment and successful completion of courses may be required.

Include Professional Development Costs in the Annual Budgeting Process

Requests for funding for conferences / courses / programs other than the Learn with LiRN Annual Conference should be included in the library's annual budget.

In the rare cases that funding was not requested as part of the budget, a special application may be made by email to admin@lirn.ca. These applications should be made as early as possible, and should include the following information:

1. Conference / course / program name.
2. Total Amount Requested including any required materials.
3. Conference / course / program description, including how the knowledge gained is related to your work and how it will benefit the library.
4. Confirmation that you are available to attend the entirety of the conference / course / program.
5. Details of other conferences / courses / programs you or other Staff from your library are attending this year.
6. In the case of the CALL/ACBD New Law Librarians' Institute, confirmation that you are in your first five years of working in a law library.

Funding is provided at the discretion of LiRN and requests for funding are considered on a case-by-case basis.

Reporting Back to the Network

Staff are expected to report back to LiRN within one month of attending any funded professional development conferences, courses, and programs with a summary of the information gained, together with any ideas they may have as to how the information may be used to benefit the network. Attendees may be requested to present their new knowledge and ideas at LiRN's annual PD Learnings Roundtable.

Reimbursement

Funding for conferences, courses, and programs that were included in the annual budget makes up part of the quarterly grants. Reimbursement for these conferences should therefore be requested from the association.

Reimbursement for expenses incurred for the LiRN with Learn Conference and conferences, courses, and programs that were not included in the Library's annual budget must be emailed to admin@lirn.ca and include:

- A scanned copy of your signed and dated Expense Claim Form
- Scanned copies of all receipts (original receipts should be retained until the expense is approved and paid out).

Paper copies will not be accepted.

All expenses must be claimed within one month of incurring the cost or one week after the end of the fiscal year (December 31), whichever is earlier.