

## **Woodlands Library Cooperative Continuing Education Policy**

1. The Continuing Education Committee will have direct responsibility for planning and organizing workshops.
2. Any other Woodlands committee may also choose to organize and sponsor a workshop, but the Continuing Education Committee must be informed of such plans in order to avoid scheduling conflicts. A calendar of workshop dates will be kept by the cooperative office.
3. The Continuing Education Committee shall assist other committees in the development of workshops, when such help is requested.
4. The Continuing Education Committee shall serve as a clearing-house for information on all workshops sponsored by the cooperative, and shall maintain a calendar of workshop dates as noted above.
5. Workshops should be planned on a yearly basis, and developed so as to avoid duplication with other agencies outside the cooperative.
6. Workshops should be planned, whenever possible, as self-contained, one-day training events. This is intended to minimize costs and to encourage greater attendance.
7. Expenses at attendees at co-op sponsored workshops should be limited to their meals, material costs, and mileage. There will be no additional "workshop fee" for attendees from Woodlands member libraries and Associate Member organizations.
8. The cooperative will reimburse presenters for mileage and expenses incurred in presenting a workshop for the Woodlands Library Cooperative. Honorariums will not be paid to speakers who are employed by member or associate member libraries.
9. The co-op will meet other expenses of the workshop, such as the cost of printing and publicity, and other items.
10. Workshops are open to all staff members of member libraries. Non-affiliated libraries and members of other cooperatives may attend as space permits. A registration fee will be charged to non-member libraries.
11. Workshops will be balanced in subject matter so that both professional and nonprofessional staff members are provided opportunities for training.
12. The Continuing Education Committee will seek suggestions for workshops as widely as possible. Suggestions from member libraries are welcome.

Approved by the Governing Board May 30, 1985.

Revisions approved by the Governing Board February 20, 1986; June 21, 1990; May 16, 2013.