



## Staff Training

### Policy

In accordance with the Haliburton County Library Boards Mission Statement, Vision Statement and Statement of Values: we strive to ensure the best possible library service to all residents of the County of Haliburton. Providing such service requires a program of ongoing, comprehensive staff training.

### Procedure

- 1) All staff must complete the following training:
  - a) Basic Orientation and staff training;
  - b) First Aid Certificate;
  - c) Health & Safety;
  - d) WHMIS;
  - e) Review & accept relevant County policies;
  - f) Ontario Library Service's (OLS) EXCEL Certificate Program
- 2) Participation in the Annual Staff Training Day is expected.
- 3) Staff training opportunities shall be made available to all staff on a cyclical basis. Staff training will be supplied by the Haliburton County Public Library (HCPL).
- 4) Additional training opportunities are periodically offered through Ontario Library Service (OLS), Librarian's Guide to Homelessness, and Ontario Library Association (OLA), and will be made available to any interested staff as operationally feasible and as approved by the Chief Executive Officer (CEO).

### Section 1: OLS EXCEL Courses and Certification

Branch staff must:

- 1) Begin the process of earning an OLS EXCEL Program Certificate (i.e. register in the first EXCEL course, *Introduction to Public Libraries*) within 12 months of their date of hire.

#### Haliburton County Public Library Policy Manual

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## HALIBURTON COUNTY PUBLIC LIBRARY

- 2) Complete the OLS EXCEL Certificate Program within 5 years of their date of hire.

An OLS EXCEL Certificate Program is a distance education program specifically designed for public library staff or volunteers who are currently working in a public library and have little or no formal library training. To obtain the EXCEL Certificate, learners must complete ten courses, including six (6) mandatory courses and four (4) elective courses within 5 years.

Staff who have equal or greater formal education consisting of a Library Technician Certificate from a recognized institution, or a Master of Library & Information Studies degree (MLIS) from an institution accredited by the American Library Association (ALA) are exempt from completing the OLS EXCEL Certificate Program pursuant to *Section 1: OLS EXCEL Courses and Certification* of this policy.

### Section 2: Fostering Learning & Knowledge Sharing

All library staff:

- 1) Are encouraged to regularly seek out and request appropriate training to support them in their day-to-day work, and their ongoing career goals, including those established in their annual Performance Appraisal. The individual, the Library, and the community should benefit from these training opportunities.
- 2) Are expected to participate in knowledge sharing with their colleagues upon returning from training opportunities via some format (e.g. a PowerPoint presentation, a Zoom or Teams call, or a report or email). This is an opportunity to outline what was learned and to share new ideas evolving in the greater library community.
- 3) Will complete the *Professional Development Funding Request Form*, attached below, and submit it within a reasonable time frame to the Library CEO for consideration and potential approval.

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## Professional Development Funding Request Form

Date: \_\_\_\_\_ Employee: \_\_\_\_\_

Title of training requested: \_\_\_\_\_

Date(s) of training: \_\_\_\_\_ Cost: \_\_\_\_\_

Duration (hours): \_\_\_\_\_  In Person  Online

Link to training opportunity (if applicable): \_\_\_\_\_

Competency being developed (list up to 3):

(Choose from sample competencies listed here: [ala.org/tools/atoz/library-competencies](https://ala.org/tools/atoz/library-competencies) )

Outcome of the training:

(What do you expect to learn? How will the knowledge or skills you gain benefit HCPL? 200 words max.)

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Approved

Declined (Reason: \_\_\_\_\_)

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