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Xavier University of Louisiana Library's Professional Development Policy

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Xavier University of Louisiana Library's Professional Development Policy

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"An academic library's single most valuable resource is its workforce. Without educated, well-trained, and motivated librarians and library staff, an academic library program is ill-prepared to meet the needs of its clientele or the challenges that face institutions of higher education." – Anwar, M.A. & Al-Ansari, H. (2002)

Policy

It is the responsibility of all Xavier University Library personnel to demonstrate excellence and to function successfully in an environment of continuous change. All Library employees are expected to continuously develop the skills, knowledge, and competencies required to deliver a wide range of evolving services at large and within their respective functional areas of responsibility; and, to maintain an awareness of the trends within their area of functional responsibility as well as of the profession in general.

[Museums, Libraries, and 21st Century Skills: Definitions](#)
[The Library, the Workforce and the 21st Century](#)
[2018 Trends in Academic Libraries](#)

To this end, it is the responsibility of the Library Leadership & Management Team, using the *ACRL Standards for Libraries in Higher Education* (2017) as a framework; to ensure all library employees at all levels are engaged in professional development activities that will enable them to deliver high quality service levels at large and especially within their respective areas of responsibility.

Procedures

Workplace learning can be informal (internal workshops, webinars, cross-training, etc.); or, it can be formal (attendance at external workshops, training events, conference attendance, online courses, etc.).

A sample of opportunities:

- Coursera.org
- Professional conferences
- [Library Juice Academy](#)
- [ALA online learning](#)
- [LYRASIS classes](#)
- [WebJunction course catalog](#)
- There are many more opportunities, including Xavier ITC offerings, public libraries, LOUIS offerings, and so on...

Expectations and procedures

- Each library employee will have a professional development plan to include formal and informal training and development goals, approved by their supervisor and in line with any library initiatives:
 - Becoming a best practice 21st Century Academic Library
 - That embraces a Culture of Assessment
 - That is User Focused
 - And, supports university initiatives, e.g., Digital Humanities
- All librarians are expected to attend professional level training events that directly relate to their responsibilities and/or functional area (as noted in their professional development plan)
 - Due to budget constraints, not all can attend every event of interest or relevance. Preference will be given to those that are presenting papers, are invited speakers and/or are involved committee work
 - Library personnel are encouraged to look apply for scholarships and/or funding when available
- Travel or training that requires Library resources (in terms of time and/or funding) must be approved by the Library Director in consultation with the Leadership & Management Team
 - Draft a justification for the training event, include schedule, expected learning outcomes and how what you learn will be applied to your area of responsibility
 - Do not register for an event or pay for travel/training without prior written/email consent from the Library Director
 - All travel documentation; receipts, etc. must be submitted to the Library Office 10 business days upon return from travel.
 - Documentation submitted after the 10 day deadline will not be signed/approved by the Director
- Complete the [Google Training form](#) following any formal or informal training event
- Plan to share what was learned at an all staff meeting.