



POLICY ON CONTINUING EDUCATION BURSARIES FOR STAFF IN THE COUNTY AND DISTRICT LAW LIBRARIES

One of LibraryCo Inc.'s goals is to improve the educational levels of the staff in the county and district law libraries by providing funding to enrol in continuing education courses. This policy clarifies the guidelines concerning eligibility and the types of courses that LibraryCo will support with budgeted funding. All requests should be pre-approved by LibraryCo prior to commencement of the course.

Bursaries for Library Assistants

Library Assistants are eligible to apply for funding to take courses in Mohawk College's Library and Information Technician program. This is a distance education program which will lead to a Library and Information Technician diploma. Courses are internet-based and offer Library Assistants the opportunity to upgrade and enhance their skills. All Law Library Assistants working in the county and district law libraries are eligible to apply for funding from LibraryCo once they have been accepted by Mohawk College. LibraryCo will reimburse Law Library Assistants the cost of their tuition and any books or other required materials.

Bursaries for Library Technicians and Law Librarians

LibraryCo provides funding for Library Technicians and Law Librarians to enrol in continuing education courses that are directly related to their work in the county and district law libraries. There are a variety of institutions, including colleges and universities, that offer courses related to law libraries and law librarianship. Funding is provided at the discretion of LibraryCo and applications for funding will be considered on a case-by-case basis. LibraryCo will reimburse staff the cost of their tuition and any books or other required materials. All Library Technicians and Law Librarians in the county and district law libraries are eligible to apply for continuing education bursaries.

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

Reimbursement

All applications for reimbursement must include a completed and signed LibraryCo Expense Claim Form and original receipts. The form and receipts are to be sent to LibraryCo's Board General Manager. All expenses must be claimed within one month of incurring the cost or one week after the end of the fiscal year, whichever is earlier.

Approved by the LibraryCo Board of Directors on March 25, 2011