

### **Policy on Reimbursement for Professional Development and Official Travel**

The library field is one that is rapidly evolving; both faculty and staff members need constant professional development and updating. The Director of Library Services will encourage faculty and staff participation in professional development opportunities and active participation in the consortia to which the library belongs, so that LSUA students and faculty can get the best library service possible.

- The director will normally approve official leave for all appropriate activities, as long as adequate coverage for public service is arranged.

Some priority on reimbursement will be given to tenure-track and tenured library faculty who, on account of their academic rank, are expected to be active in giving presentations and/or in service to the profession.

- At the beginning of the fiscal year, all library faculty and staff will be asked to submit a list of activities with a budget for travel from July 1 to June 30<sup>th</sup> of the following year. Every reasonable attempt should be made to keep the costs down when making choices on accommodations and transportation. The library director, consulting with members of the staff will review the requests to determine which ones will be funded and what percentage will be funded. He will also put aside some funds for unanticipated opportunities.
- The director will then prepare a schedule of reimbursement which will encumber the budget for travel in the current fiscal year and notify each of those who made requests.
- Priority for spending any unrestricted monetary donations to the library or income from invested funds (Foundation or Friends) will be given to cover professional development expenses, because general fund budget is generally not sufficient to meet the need.

The following list is in priority order and provides guidelines only, and depends in part on what funds are available:

1. Participation in official LALINC or LOUIS activities will be reimbursed 100%
2. Participation or attendance required by the library director will be reimbursed 100% .

Conference limitations:

- One national conference will be fully funded at the rates given below.
  - A second national conference will be funded at 50% of the rate below.
  - One in-state conference will be fully funded at the rates given below
  - A second in-state conference will be funded at 50% of the rate below.
3. Conferences at which one gives invited or juried presentations (poster sessions, sessions, etc.) will be reimbursed 90%.

4. Conferences at which a committee meets and one is an officer (chair, treasurer, secretary, etc.) will be reimbursed 75%.
5. Conferences at which a committee meets, and one is expected to attend (as a member or liaison, but not an officer) will be reimbursed at 60%.
6. Conferences which one attends but does not otherwise have a role, will be reimbursed at 40%.

Reviewed by library faculty and staff, May 1, 2003.

Effective July 1, 2003

Approved, with revisions, by library faculty: 8/21/03

Forwarded to library committee: