

CONTINUING EDUCATION POLICY

Paid permanent library employees, who work part-time or more may apply for a continuing education tuition grant from the Columbia County Rural Library District to cover tuition for all classes required for a library degree, or any other library related, credit bearing class.

The Columbia County Rural Library District will budget a minimum of \$500 per year for course tuition. Classes may be taken at any accredited college, university, or trade school. This budget item will not include conferences or workshops, which do not carry credit, as this is covered under another budget line item.

Books, supplies, food, and lodging will be the responsibility of the student. Transportation may be paid if several staff members are involved in the same class, at the discretion of the Board.

Application for tuition grant must be made at least thirty (30) days prior to enrollment. More advanced notice will improve the chance of Board approval, especially if funds are low.

In special cases where there is not sufficient time for Board approval, the Director may approve a tuition grant, to be confirmed by the Board at the next regular monthly Board meeting.

Adopted September 11, 2008