



CONTINUING EDUCATION POLICY

March 9, 2015

This policy was adopted to address continuing education and training needs of staff by formalizing the library's commitment towards staff development. The policy is specifically intended to encourage staff to continue their education in pursuit of a library degree, or as it relates to their library job.

Continuing education funds are available to all Rapid City Public Library employees who have been employed for at least one year on a full-time or part-time basis; these funds are provided by the Friends of the Library and are contingent upon the Friends' approval of an annual educational funding request. Employees may be reimbursed for either full or partial course costs related to:

- Bachelor's or Associate's Degree coursework related to the employee's library position (courses in support of a minor in Library Science are preferred)
- Course work towards an MLS or other Master's Degree specifically relating to the job
- Higher education courses other than the MLS degree, as it relates to the job

Employees will receive agreed-upon [reimbursement](#) following demonstration of successful completion of the class.

This policy is not intended to replace the [city's educational loan fund](#), which is also available for financial support for appropriate educational or training opportunities.

Applicants must complete a [form](#) to request funding reimbursement through this policy.

Reviewed March 9, 2015; revised February 13, 2013; April 8, 2009; Adopted March 9, 2005, RCPL Board of Trustees