ADAMS COUNTY PUBLIC LIBRARY

Section 2.510 Assistant-in-Training Program (revised 7/8/15)

Goal
Adams County Public Library (ACPL) seeks to increase the knowledge and skills of paraprofessional employees who are applying for assignment to an open library assistant position.

Eligibility
High school diploma or GED and one year of recent, related library experience.
Current assignment within ACPL with performance reviews indicative of potential success.
Commitment to three additional years of employment with ACPL after completing the program.

Program
Participants will be selected by the library director from a list of those who have filed a statement of interest in a specific library assistant position that is currently open in ACPL.

The library director will arrange undergraduate training online with a college or university and design an individual program of course work to meet the learning needs of the participant.

All course work must be done outside the participant's customary work schedule and should be completed within a period of eighteen months unless the library director grants an extension.

While participating in the program, the employee will be assigned duties customarily performed by a library assistant. However, official assignment as a library assistant is contingent upon completion of the program.

Acceptance of any ACPL payment for program expenses shall indicate the participant's acceptance and agreement to all terms and conditions of the program.

Upon proof of registration and payment of fees, the library shall reimburse the participant for eighty percent (80%) of tuition and fees, excluding textbooks. Further, the library director may arrange for payroll deduction of the participant's share of tuition and fees.

If the participant does not receive credit for a course, the participant shall reimburse ACPL for the full amount paid by the library.

If a participant does not complete the program, one-third of the amount paid by the library shall be waived for each additional year employed by ACPL after dropping out of the program

If the participant completes the program but leaves employment with ACPL before the end of three additional years, the employee shall reimburse ACPL at the rate of one-third of the amount paid by the library for each year not worked.

Typical coursework
Learning Literacy: basic skills with computer, applications, Internet and on-line databases.
Professional Communications: fundamental skills in oral and written communication.
Library Organization and Services: overview of library services, functions, and issues.
Public Service Fundamentals: principles of customer service and related issues.
Information Resources: activities using a variety of electronic and print sources.
Reference Services: reference interview, search strategies, and resource sharing.
Confidentiality and Intellectual Freedom: basic professional, legal and ethical issues.
Special Topics: other issues specifically related to the participant's proposed assignment.