

## **ADAMS COUNTY PUBLIC LIBRARY**

### **SECTION 2.520 – ASSISTANT DIRECTOR-IN-TRAINING PROGRAM** (revised 8/12/15) (revised 2/8/17)

#### **Goal**

Adams County Public Library (ACPL) seeks to encourage and prepare selected candidates for administrative responsibilities within the library system.

#### **Eligibility**

A bachelor's degree and five years of experience in a library related field.

Four years experience with ACPL and performance reviews indicative of potential success.

Commitment to one additional year of employment with ACPL after completing the program.

#### **Program**

A participant will be selected by the executive director from a list of those who are eligible and have expressed an interest in administrative responsibilities.

The executive director will arrange graduate training online with an ALA approved university and design an individual program of course work in consultation with the participant.

All course work must be done outside the participant's customary work schedule except for specific projects approved by the executive director; course work should be completed within a period of three years, unless the executive director grants an extension.

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

Acceptance of any ACPL payment for program expenses shall be an indication of 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 executive 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 unless the library board waives the reimbursement for just cause.

If the participant completes the program but leaves employment with ACPL before the end of one additional year, the employee shall reimburse ACPL the full amount paid by the library, unless the library board waives the reimbursement for just cause.

#### **Typical coursework**

Foundations of Librarianship: information analysis, public library organization, and trends.

Library Management: studies in planning, budgeting, staffing and operations.

Collection Development: policies, procedures and resources for managing acquisitions.

Reference and Information Resources: review of sources, reference process, organization of services.

Other library studies: cataloging, information systems, or services to specific populations.