

**Clarification Concerning Continuing Education Hours as They Pertain to  
an In-Service Day, In-Service Half Day or an In-Service Few Hours of Training for ACLA  
Libraries Staff**

- Directors and staff can view, listen to and discuss together:
  - an instructional videocassette or CD;
  - an Intranet or Internet presentation;
  - an audio conference
- Directors and staff can bring professionals into their library to instruct in various library related topics.

According to the Continuing Education Guidelines for Public Library Staff, for continuing education hours to apply, certain criteria must be met:

- a) The CE content or course must be related to the library director's or staff member's job.
- b) The content should expose the director or library staff member to external people and ideas, i.e., people and ideas outside of the employee's library.
- c) The content should be intended to improve the director's or staff member's job performance.
- d) The program has learning objectives, and a beginning and an end.
- e) In the case of videocassettes or audio tapes, the viewing should be done in a group situation with a discussion leader.
- f) In the case of programmed computer instruction, this type of learning situation must include access by the employee to an instructor.
- g) In the case of Internet or Intranet continuing education, the program must be a workshop or course, with learning objectives, a beginning and an end, and access to an instructor.
- h) Teleconferences must be viewed in a group setting with discussion led by an instructor,

Libraries should keep on file documentation that offers reasonable proof that the library director and library staff have received the required number of hours of continuing education. Keep the name of the program on file with the date and time attended and who provided the leadership discussion. A certificate does not always need to be provided.

These files must be made available for inspection by the District Library Center or the Office of Commonwealth Libraries.

All this said, directors should encourage library staff, full and part-time, to leave their home library and attend workshops, audio and teleconferences etc. within and outside the Pittsburgh District.

I have attached a copy of the Continuing Education Guidelines for Public Library Staff which can be found as an attached document to the PA Library Laws, the paper document that includes the Library Code.

C. Galbraith, District Coordinator, 3/20/07