

**Continuing Education Policy**  
Outagamie Waupaca Library System

The Outagamie Waupaca Library System (OWLS) provides continuing education opportunities in order to continually update the knowledge and skills of area librarians, trustees, and staff. In addition, these opportunities assist library directors with meeting recertification requirements. Each member library board has the responsibility to enable its director and staff to participate in these and other educational activities by providing release time and compensation for expenses.

1. OWLS shall sponsor sufficient workshops or support other formal educational activities to enable library directors to qualify for recertification.
2. Member library trustees and library staff are invited and strongly encouraged to attend appropriate continuing education activities sponsored by OWLS and other agencies.
3. OWLS shall help the resource library maintain an up-to-date collection of professional materials for use by system librarians, trustees, and staff.
4. OWLS Director or his/her designee shall validate and maintain files of recertification records of system librarians.
5. Continuing education scholarships may be awarded to system librarians, trustees, and staff for participation in non-system sponsored educational activities when funds for this purpose have been approved by the OWLS Board. Scholarships will be awarded by the system director or his/her designee in accordance with the Continuing Education Scholarship Policy and the OWLS Employee Handbook.