

OUTSIDE ACTIVITY

The Library Director is responsible for approving and monitoring all employment activities of library staff members which takes them outside of the Library but are not directly related to the Library's service program (such as class visits or visits to senior citizen meetings would be) or to performing normal duties (such as evaluating materials and equipment for purchase).

This policy pertains to such types of activities as:

1. continuing education;
2. participation in the business of National, State and Local Library Associations;
3. participation in local civic and educational organizations when participating in one's capacity as an employee;
4. networking with professionals in related disciplines.

It is the responsibility of the Library Director to make certain that the time spent on outside activities positively supplements rather than negatively impacts on the internal operations and services of the Library. That is, if the time spent on an activity is greater than the benefit received by the Library, such activity should not take place on Library time or at Library expense.

Voluntary activity by library employees in local civic, fraternal, business, service and charitable organizations is encouraged. However, such activities may not be performed on library time or at library expense without the approval of the Director.

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PERSONNEL

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