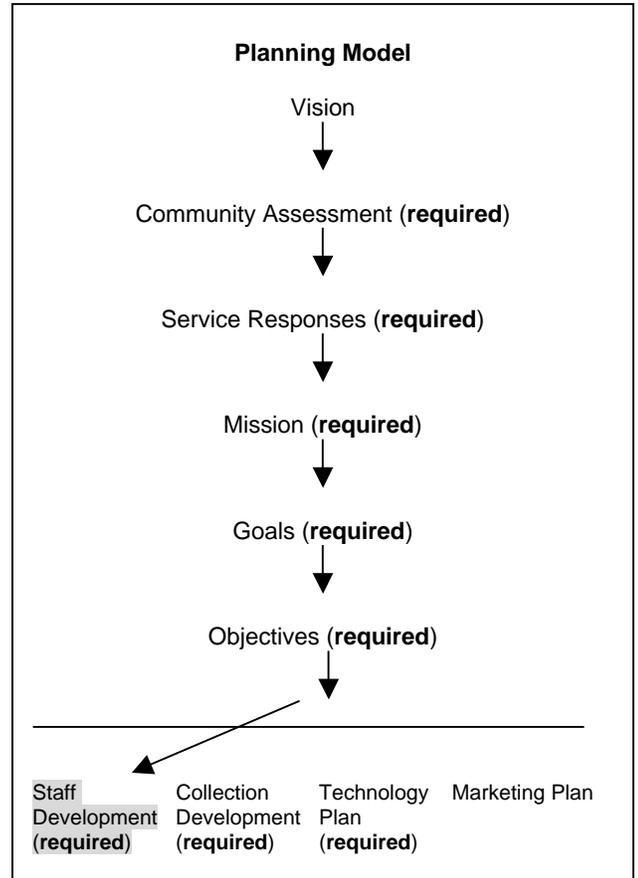


Staff Development Plan Workbook

A well-informed library staff is one of a public library's greatest assets. A staff that participates in continuing education, workshops, and professional activities, and is aware of current trends in librarianship will be inspired to develop creative solutions to issues confronting all of New Mexico's libraries. A staff development plan will work to prioritize educational opportunities for library staff to ensure a library's needs are met.

When writing a staff development plan it is important to identify (1) core competencies for staff, and the (2) training methods that should be used to ensure all staff will be able to have the skills necessary to do their jobs. According to Richard Naylor, core competencies for public librarians include:

- The ability to develop high quality collections of materials.
- The ability to catalog and classify materials for effective storage and retrieval.
- The ability to provide materials from libraries all across America – made possible by cooperative linkages and alliances among libraries.
- The ability to maximize the use of materials through efficient operations.
- The ability to provide readers' advisory services for most library subject areas.
- Knowledge of children's literature and media both for acquisition and readers advisory services.
- Creativity in implementation of children's library programs to provide a stimulating environment and reinforce good reading behaviors.
- Interviewing and communication skills for information services.
- Information-related problem solving skills.
- A superior knowledge of information sources, including the Internet and electronic databases.
- Technological components of service delivery, including remote access and real-time interactivity.
- A strong service orientation with a dedication to quality.
- Specialized subject expertise that greatly increases the value of the service area.
- Knowledge of the local school curriculum and an understanding of the role of the library in the educational process.



From Naylor, Richard J., "Core competencies, what they are and how to use them," *Public Libraries*, March/April 2000, p.111-112.

Staff training does not need to be expensive. Training can be done one-on-one.

For example:

- Staff members can train other staff members
- A knowledgeable community member may be able to volunteer their expertise in training library staff
- There are a number of training videos available through interlibrary loan at the State Library (titles can be found by searching SALSA, the online catalog)
- The State Library offers a number of excellent training courses for librarians at different locations around the state all year long.

An example of a staff development plan is found on the following page.

A template for the staff development plan can be found at the end of this workbook.

http://www.stlib.state.nm.us/files/staff_development_template.doc

Example Staff Development Plan

NM Town Public Library depends on having a thoughtful, creative, and engaged staff and encourages professional growth.

Library staff will have the appropriate skills to successfully carry out assigned duties and will be prepared for changes in library environment and services. Staff members are encouraged to take advantage of learning opportunities and participate in professional organizations such as the New Mexico Library Association.

The library director will make continuing education decisions based on staff member recommendations and library needs discussed annually during staff performance appraisals.

As the library schedule allows, the NM Town Public Library will allow employees educational leave to attend courses offered by the New Mexico State Library and library related courses offered by the Community College.

NM Town Public Library will receive \$1000 annually from the New Mexico State Library through the “Staff Continuing Education Grant.” The Friends of the Library will provide an additional \$1000 annually for the general staff development fund. Library staff members are also encouraged to seek and apply for additional grants in order to pursue continuing education courses and professional development opportunities.

(NAME OF LIBRARY)
STAFF DEVELOPMENT PLAN
(YEARS OF COVERAGE)

1. How is staff development important to the library's mission?:

2. How will the library assess the educational needs of the staff?:

3. How will the library will provide support for the staff's development?:

4. Provide a description of available funding for staff development:

Date of Plan: