

**Proposed Illinois Library System Standards on
Professional Development and Consulting
Revised 1/16/09**

Definition of Service: Illinois Library Systems staff will offer member library staff and library governing officials of all types of libraries opportunities to improve their knowledge, skills and performance through one-on-one advice and continuing education programs targeted to meet identified and anticipated needs.

Expectations

- a) Systems will offer high-quality professional programs with detailed descriptions outlining expected outcomes.
- b) In response to member requests, Systems will provide consulting services targeted to meet individual library needs.
- c) Basic/core programs and consulting provided by system staff will be offered at no cost to members. This will include working with member libraries to meet published standards, and site-visits to member libraries as necessary.
- d) Most consulting and continuing education programs will be at no cost to member libraries. However, Systems may charge a cost recovery fee for specialized programs presented by speakers not associated with Systems or the Illinois State Library.
- e) Systems will share staff expertise with each other and will collaborate in developing, planning and presenting continuing education programs.

Illinois Library Systems Responsibilities

Staff in each Library System shall:

- a) Work with all member libraries to develop a written plan identifying the continuing education and consulting needs of the system membership, and describe how those needs will be met. Update this plan and share this information with members on a regular basis.
- b) Hire professional staff with appropriate expertise to meet most of the continuing education and consulting needs of member libraries. Contract, when appropriate, for specialized programming and specialized consultation.
- c) Work collaboratively with staff in other library systems to identify staff expertise and share that expertise between/among systems to ensure that consulting services and continuing education are delivered consistently, equitably and cost effectively statewide. Create a knowledge inventory and develop methods for informal information sharing.
- d) Plan and schedule high-quality, timely programs that meet member needs. Deliver these programs in the most accessible format(s) for members, using technology to expand access.
- e) Participate in the statewide calendar of educational opportunities for members.
- f) Analyze attendance at programs and evaluate the effectiveness of programs.
- g) Provide one-on-one consulting services that respond to member needs.

- h) Provide professional development opportunities for system staff.

Member Responsibilities

Member Library staff shall:

- a) Determine local continuing education and consulting needs, and then provide this information to the library system.
- b) Share expertise with staff in other libraries and library systems.
- c) Offer to host system-sponsored programs when feasible.
- d) Participate in System workshops to build skills, expertise and knowledge.
- e) Participate in the evaluation of individual professional development programs which members have attended, and the evaluation of system professional consulting services used.

Assessment

Staff in each Library System shall provide to member libraries, the System Board, and the Illinois State Library:

- a) Copies of the annual plan identifying continuing education and consulting needs.
- b) A summary of how member needs were assessed and which programs and services were developed and offered to meet those needs.
- c) A report on professional development events, including the number of professional development programs offered by the system, number of events held, total number of participants and libraries, and number of contact hours provided.
- d) A report on the number (including type and format) of consulting contacts provided throughout the year. Include the number of site visits to member libraries.
- e) A list of basic/core Continuing Education and consulting programs provided to system members at no charge.
- f) A report on the effectiveness of consulting and professional development programs, including a summary of evaluations.
- g) A report on intersystem collaboration on conferences, consulting and programming.
- h) A list professional development opportunities that system staff participated in to stay current on issues of importance to members and to improve their ability to respond to member requests.