



**Policies and Procedures  
Policy 0026**

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|-----------------------------------|-----------------------------------------------|
| <b>Professional Education</b>     |                                               |
| Date of Origin: December 17, 2009 | Approved By: Library Director & Library Board |
| Date(s) of Revision:              | Date(s) of Review:                            |

If funding is available, paid library employees who work 24 hours per week or more may apply for a continuing education tuition reimbursement from the Library District to cover tuition for classes required for a library degree, or any other library related, credit bearing classes.

Classes may be taken from any accredited college, university, or trade school. Transportation, books, supplies, food and lodging will be the responsibility of the student.

The student will pay for the courses up front, and the library will reimburse the student for courses approved for reimbursement by the Library Director. A GPA of 3.0 or above is required for a course to be eligible for reimbursement.