

Providing Support for Librarians' IL Professional Development
Information Literacy Program (ILP) Steering Committee
Policy and Procedures

1. Purpose

The Library Strategic Plan 2006-09 (E) states that “Library instructional programs and offerings will measurably raise the level of UCLA undergraduate students’ information competence and will enhance the research skills of graduate students and faculty researchers.” It further states that “instructional excellence is both a programmatic and individual goal for librarians, who are increasingly recognized as outstanding teachers” (E2.1). Librarians need to “offer various learning options in order to reach as many students and learning styles as possible, including online and digital formats such as tutorials and research guides on the Web, digital learning objects, blended instruction courses or approaches, email consultation services, integration into course management systems, fully online courses and workshops, discussion board participation, blogs, and podcasts” (E3.4). The Strategic plan says that “meeting growing interest among faculty and students for these services requires both more staff and more staff with specialized training” (E1).

A high priority of the ILP is therefore support for librarians to participate in specialized training and programs in information literacy (IL), teaching, and the technologies used for instruction, as well as support for librarians who present information literacy papers and research at conferences. These policies and procedures are intended to ensure wide and fair dissemination of ILP funds for this kind of support.

2. Types of Information Literacy Professional Development Activities Funded for UCLA Librarians, and Level of Support

Funding of up to \$750.00* per event is provided for librarians to participate in activities and training related to information literacy, including teaching, presentation skills, technologies used for instructional purposes, and information literacy program development. Some examples include attending or presenting at pre-conferences, workshops, courses, webinars, and seminars.

The ILP will not fund attendance at general professional conferences (for example, ALA, SLA, MLA, ASIST, ACRL, etc). An exception: Librarians making IL-focused presentations or poster sessions at conferences like this may apply for support.

* Funding for ACRL Information Literacy Immersion programs is not limited to \$750.00.

3. Procedures for applying

The ILP budget is funded for the fiscal year (July 1 – June 30). Librarians may apply for funds at any time. Funding is contingent on availability, and on meeting the following Criteria for ILP Professional Development awards:

- Relevance to information literacy, ILP mission, and/or unit IL goals
- Librarian agrees to share learning

The librarian sends an email to lib_ILP@library.ucla.edu with the subject line “Request for ILP Funding” and the following information. (When it becomes available, librarians can submit a form on the ILP Web site.)

- Name
- Unit
- Description of event (including website or publicity announcement)
- Dates of attendance
- Brief rationale for attending (particularly the connection to information literacy)
- How librarian will share what he or she has learned or presented (e.g., brown bag, presentation, article for Newsweb)
- Cost estimate

Librarians are required to follow all UCLA Library policies and procedures related to professional development. The completed Request for Leave / Funding Support form needs to include approved ILP funding information and the ILP Director’s signature, and other signatures as appropriate. Complete the form as soon as funding is approved. (Note: Provide as accurate a cost estimate as possible, but when in doubt it is better to overestimate than to underestimate.)

4. Publicity

The ILP will publicize the availability of IL professional development funds, the criteria, and the application procedures via LAUCTalk, the NewsWeb Spotlight on Information Literacy, and the ILP Web page. ILP already publicizes IL-related professional development opportunities using these vehicles. The Funding committee will forward to the Communications interest group information about training opportunities and events that are discovered when an application for funding is submitted.

ILP will encourage librarians who receive support to present conference papers to submit these papers for inclusion in the Library’s Information Literacy section of the eScholarship Repository, and will publicize these additions to the Repository.

5. ILP Professional Development Funding Committee

Composition: The committee is comprised of three ILP Steering committee members, including the ILP Director.

Term: Committee members serve for 1 year, except the ILP Director, who is a standing member.

Duties:

- At least two Committee members review each application for ILP Professional Development funds.
- Committee notifies librarian of decision within 2 weeks.
- Committee undertakes a mid-year funding review to ascertain whether award limits should be increased or decreased.
- Committee keeps a list of all awards (what, who, award amount, and sharing activity) on the shared K: drive or a SharePoint team site.
- Notify LBS (Administrative Analyst) and LHR (Asst. Director) of decisions to fund, activity to be funded, for whom, and for how much.