Chapter 4: Training Requirements

Table 4.1: Is formal training required of all staff (either annually or semi-annually) or only of new hires?

	All Staff	Only New Hires	Not Required
Entire Sample	37.21%	23.26%	39.53%

Table 4.2: Is formal training required of all staff (either annually or semi-annually) or only of new hires? Broken Out by Type of Library

Type of Library	All Staff	Only New Hires	Not Required
Academic	15.00%	20.00%	65.00%
Public	65.00%	20.00%	15.00%
Special	0.00%	66.67%	33.33%

Table 4.3: Is formal training required of all staff (either annually or semi-annually) or only of new hires? Broken Out by Total FTE Employees

Total FTE Employees	All Staff	Only New Hires	Not Required
Less than 20	40.00%	20.00%	40.00%
20 to 100	35.29%	17.65%	47.06%
More than 100	36.36%	36.36%	27.27%

Table 4.4: Is formal training required of all staff (either annually or semi-annually) or only of new hires? Broken Out by Total Annual Budget

Annual Budget	All Staff	Only New Hires	Not Required
Less than $1,000,000	25.00%	25.00%	50.00%
$1,000,000 to $5,000,000	25.00%	25.00%	50.00%
More than $5,000,000	60.00%	20.00%	20.00%

Table 4.5: Is formal training required of all staff (either annually or semi-annually) or only of new hires? Broken Out by Specific Budgetary Allocation for Personnel Training

Budgetary Allocation for Personnel Training	All Staff	Only New Hires	Not Required
Yes	42.86%	25.00%	32.14%
No	26.67%	20.00%	53.33%

Table 4.6:   Have library administrators (or those employees in charge of training) ever attended a workshop or conference on how to train staff?

	Yes	No
Entire Sample	47.62%	52.38%

Table 4.7:   Have library administrators (or those employees in charge of training) ever attended a workshop or conference on how to train staff? Broken Out by Type of Library

Type of Library	Yes	No
Academic	31.58%	68.42%
Public	60.00%	40.00%
Special	66.67%	33.33%

Table 4.8:   Have library administrators (or those employees in charge of training) ever attended a workshop or conference on how to train staff? Broken Out by Total FTE Employees

Total FTE Employees	Yes	No
Less than 20	35.71%	64.29%
20 to 100	58.82%	41.18%
More than 100	45.45%	54.55%

Table 4.9:   Have library administrators (or those employees in charge of training) ever attended a workshop or conference on how to train staff? Broken Out by Total Annual Budget

Annual Budget	Yes	No
Less than $1,000,000	18.18%	81.82%
$1,000,000 to $5,000,000	56.25%	43.75%
More than $5,000,000	60.00%	40.00%

Table 4.10:   Have library administrators (or those employees in charge of training) ever attended a workshop or conference on how to train staff? Broken Out by Specific Budgetary Allocation for Personnel Training

Budgetary Allocation for Personnel Training	Yes	No
Yes	62.96%	37.04%
No	20.00%	80.00%

Chapter 5: Cooperation in Training

Table 5.1: Does the library open its training sessions, either in-class or online, to participants from other institutions?

	Yes	No
Entire Sample	46.34%	53.66%

Table 5.2: Does the library open its training sessions, either in-class or online, to participants from other institutions? Broken Out by Type of Library

Type of Library	Yes	No
Academic	36.84%	63.16%
Public	63.16%	36.84%
Special	0.00%	100.00%

Table 5.3: Does the library open its training sessions, either in-class or online, to participants from other institutions? Broken Out by Total FTE Employees

Total FTE Employees	Yes	No
Less than 20	28.57%	71.43%
20 to 100	62.50%	37.50%
More than 100	45.45%	54.55%

Table 5.4: Does the library open its training sessions, either in-class or online, to participants from other institutions? Broken Out by Total Annual Budget

Annual Budget	Yes	No
Less than $1,000,000	27.27%	72.73%
$1,000,000 to $5,000,000	53.33%	46.67%
More than $5,000,000	53.33%	46.67%

Table 5.5: Does the library open its training sessions, either in-class or online, to participants from other institutions? Broken Out by Specific Budgetary Allocation for Personnel Training

Budgetary Allocation for Personnel Training	Yes	No
Yes	48.15%	51.85%
No	42.86%	57.14%

Table 5.6: **What percentage of class takers in your library training sessions are from institutions other than your own library?**

	Mean	Median	Minimum	Maximum
Entire Sample	19.88	5.00	0.00	90.00

Table 5.7: **What percentage of class takers in your library training sessions are from institutions other than your own library? Broken Out by Total FTE Employees**

Total FTE Employees	Mean	Median	Minimum	Maximum
Less than 20	3.33	5.00	0.00	5.00
20 to 100	30.10	12.50	0.00	90.00
More than 100	2.33	2.00	0.00	5.00

Table 5.8: **What percentage of class takers in your library training sessions are from institutions other than your own library? Broken Out by Total Annual Budget**

Annual Budget	Mean	Median	Minimum	Maximum
Less than $1,000,000	2.50	2.50	0.00	5.00
$1,000,000 to $5,000,000	25.75	12.50	0.00	75.00
More than $5,000,000	17.83	5.00	0.00	90.00

Table 5.9: **What percentage of class takers in your library training sessions are from institutions other than your own library? Broken Out by Specific Budgetary Allocation for Personnel Training**

Budgetary Allocation for Personnel Training	Mean	Median	Minimum	Maximum
Yes	13.27	5.00	0.00	50.00
No	34.40	5.00	0.00	90.00

*Not enough information to calculate the percentage of class takers in library training sessions from institutions other than the library broken out by type of library

What efforts has your library made to partner with other libraries, or with other departments of your organization, such as a city or college information technology department, to take advantage of one another's particular strengths and to cooperate in training?

1. We have trained at our local college's lab and had training conducted by county IT staff. We invite colleagues to attend our trainings.

2. None, but we should

3. (1) Our library has a long tradition of hosting other libraries exploring our library system. We show visitors how to use it and pair visitors with in-house people of similar work functions to make the system tour meaningful. (2) Several of our librarians have served on this area's professional organization and organized a variety of training sessions drawing attendees from multiple libraries. (3) Our campus hosts campus learning at no cost to attendees. Anyone on campus is open to teach, and the sessions are open to anyone interested. Our library has offered some training, for example in extracting system data and folding these data into database-driven web design. (4) Although there is no funding available to pay for library school, staff members are encouraged to go to library school and their scheduling is supported to accommodate their class-attendance needs. (5) Although learners must self-fund, our library is flexible in allowing workers to earn additional degrees while working full-time, as long as the work still gets done. (6) Some of our librarians have taught or presented at library schools. (7) We have hosted fee-based specialized training sessions in the past and opened them up to other libraries to share the cost.

4. We have a consortium among Ateneo libraries and included in the consortium package is the training component

5. We work together to host an information literacy summit each year. We also host sessions in another department for training people on our campus so we have "independent" training available outside of the library.

6. Member of Southern California Library Cooperative

7. We take advantage of trainings offered at other library districts and from the state library

8. Through the Nevada Library Association, training is occasionally offered statewide and via annual statewide conference

9. Occasionally we have opened training sessions to reference staff from the city library (we are county library system). We have sent staff to trainings offered by the county HR department. This year we will be partnering with city library for annual All Staff Learning Day.

10. We are beginning to partner with county HR training department to offer training on a variety of topics. The City of San Marcos has provided customer service training, how to deal with difficult customers, diversity training, and some basic computer troubleshooting. We are a city department and attend many of their sessions. We are also part of the Central Texas Library System and the Texas State Library and both of those organizations provide inexpensive ongoing training on current topics. We are not members, but the San Antonio Library System has also allowed us to attend their training in services.

11. We have had combined staff in-service days

12. We have hired an adjunct computer science instructor on an "on call" basis to assist staff in learning about new software and technology

13. We cooperate with the consortium to our south in Hayden

14. We partner with local organizations that often do training for free: human services, mental health organization, police, etc. We use regional library system; regional library system provides scholarships.

15. Consortium uses our 20-seat computer lab for state and regional training (software, new technologies)

16. Our library system will hold training anywhere asked and other surrounding libraries are asked to send people

17. We did run a pilot project several years ago to do regional training with other local public libraries. Generally it was successful but the economy hurt our ability to continue. Everyone had staff problems and even problems paying for the travel, so the program ended.

18. Work with Oregon chapter SLA

19. We cooperate with another library system locally on web catalog/ILS classes. We also participate in a metro-area consortium with other library systems.

20. We have shared web training sessions with other academic departments and committees on campus

21. No effort

22. We have written/received grants for training that includes staff from nearby institutions. We host an annual mock Caldecott awards tea to which we invite nearby institution staff. Informal training on using and evaluating picture books in a social setting.

23. We have shared costs with other area public libraries and hope to continue to do so