

## **University Libraries' Support of Library Employees Attending Library School while Working**

The University Libraries of Notre Dame seeks to support library employees who pursue their MLS degrees while continuing to work. Obviously, tuition refunds are not possible because ND has no library school. The Libraries, also, cannot offer promises of professional positions here upon earning the MLS degree. Rarely do library staff positions become library faculty positions. The University Libraries nevertheless identified the following ways to offer support:

1. Establish guidelines: for managers' decisions about what is fair and equitable time away from work; for distinguishing work in the Libraries from library school work ; for creating internships in the Libraries
2. Purchase required library school textbooks as needed (submit receipts to 221)
3. Underwrite student membership in an appropriate professional organization (such as ALA + 1 division, SLA, or ARLIS)
4. Provide financial support to attend one professional conference of interest towards the end of library school in order to network with other librarians
5. Invite library students and faculty to coffees and brown-bag luncheons regularly to promote conversations about the profession
6. (Library Faculty, HR, Search Committee Chairs) Hold practical workshops, such as:
  - How to hunt for a professional position
  - How to write a cover letter and cv
  - How to develop interview skills
  - How to create presentations for interviews
7. Volunteer to write letters of recommendation for acceptance to library schools, for scholarships, for professional positions

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