Overview

The August 2000 report, *An Investment in Learning*, outlines an ambitious professional development process to support the successful achievement of the Libraries’ mission and goals. The report’s recommendations are grounded in extensive research probing both the external environment and the internal needs of the libraries’ faculty librarians, administrative/professional staff, and support staff. The libraries’ professional development process must, of necessity, be dynamic, flexible, and reflexive, to ensure both identified and emergent needs are met. “Explore, Discover, Learn”—the Libraries’ process is collaborative as well as reflexive, supporting ongoing dialogue, thoughtful engagement in the work of the community.

*An Investment in Learning* sees learning as “an essential, ongoing component of work”. The Libraries’ value the ongoing development of understanding, knowledge, and skills that energizes the “learning environment” and the shared commitment to innovation and growth. The emergent process is multi-faceted, offering programs for all members of the Libraries’ community—on New Brunswick, Newark and Camden campuses. Professional development at the Rutgers University Libraries supports the Libraries’ core values: Scholarly Communication; Information Literacy; Service Quality; and Lifelong Learning. As we manifest our understanding of these values in our everyday work and interactions, we build and reinforce our vibrant learning environment.

The Training and Learning Advisory Committee and the Training and Learning Coordinator have designed “Explore, Discover, Learn” to support full participation, with individual participants gleaning as much as possible from the various activities and programs. The building blocks of the process are designed to work together to nurture the investment. The four building blocks of the Libraries’ “Explore, Discover, and Learn” process are:

(1) Collaborative Development Series—a series of three programs addressing the two three subject areas identified in the *Investment in Learning* as both important skills and skills that all three groups need to “learn more”: (1) Dealing with Change; (2) Problem-Solving for Win-Win Solutions; and (3) Dealing with Difficult Situations. Developed in partnership with University Human Resources Professional Development, this series of programs is designed to support successful goal achievement for participating Libraries’ units. The first implementation of the Series will be in Technical and Automated Systems in the fall 2002, in support of the TAS workflow analysis.
(2) Successful Supervision Series—a series of three programs also developed in partnership with University Human Resources Professional Development. The series is designed to build on participants’ current and past experiences, strengthen and expand their supervisory skills, and develop their understanding of the particular roles and requirements of supervisors at Rutgers. The first implementation of the Series will be in the spring 2003.

(3) Institute for Library Leadership in the Digital Environment—the Investment in Learning recommended the creation of this Institute. To begin the Libraries’ exploration of leadership in the 21st century, the 2002 Leadership Institute partnered with the American Library Association. The full-day’s program opened the dialogue, built increased self-awareness, and expanded understanding of leadership in this complex, ever-changing environment. The 2003 Leadership Institute will build on these sessions, and be implemented in the spring 2003.

(4) Technical Skills Development—a two-pronged approach to developing skills and sharing information. We will partner with the Teaching Excellence Centers, and with our own technical ‘experts’ to build skills and understanding for all members of the RUL community. The TECs publish monthly calendars of programs available at the Centers at no charge. The programs include Microsoft Office applications [Word, Excel, Access, PowerPoint], Dreamweaver, Flash, Photoshop, Web Design. They are proposing for the coming year a special program for librarians in research—how to manipulate data, data portability issues, parsing, concatenation, etc. An important part of this building block will be the expanded T & D website, that can offer access to information, helpful resources, including ‘best practices’ [developed in partnership with the PC Work Group].

Partnerships are a vital component of the “Explore, Discover, Learn” process. The summary list of HRD events for 2001-2002 documents the wide range/diversity of partnerships, both within and outside the Libraries: e.g. Libraries’ Human Resources; various faculty committees—SAPAC, Global Outreach, Committee on Diversity, Instructional Services, Web Advisory; Technical and Automated Systems; Office of Research and Sponsored Programs; SCILS; Institute for Electronic and Electronics Engineers (IEEE); American Library Association.

These partnerships enable the Libraries’ professional development process to extend its reach and scope, as we access and share unique information and knowledge. In the coming years, we will maintain these partnerships while reaching out to other resources both within Rutgers and in the larger community.
The Training and Learning Coordinator is partnering with the Library Administration and Management Association, a division of the American Library Association. The Coordinator has a two-year appointment to the Editorial Board of *Library Administration and Management*, the journal of LAMA, and a two-year appointment to the Education and Training Committee of the Public Relations and Marketing Section of LAMA.

**RUL Professional Development Goals for 2002-2003**

I. Implementation of the Collaborative Development Series in several Libraries’ units.

II. Expand Institute for Library Leadership in Digital Environment, encompassing both the Supervisory Development Series and the 2003 Leadership Institute.

III. Partner with SCILS in Institute of Museum and Library Services two-year grant-funded project: Online Training Program for Library Assistants in Academic and Research Libraries.

IV. Design and implement RUL technical skills development strategy, including expansion of the Training and Development website, and participation in videoconferencing series [e.g. OCLC Institute ‘Steering by Standards’].
2001-2002 HRD Events
Listed by Type

Human Resources Programs

Absence Record Cards
Holiday Celebration
New Employee Orientation
P4P Information Sessions (4)
CPR Training (4)

Faculty Committees/Partnerships

SAPAC (6)
IFLA and Global Outreach (6)
Diversity (3)
Instructional Services Committee — 50-Minute Instructor
Web Advisory Committee — Care and Feeding of Research Guides

Skills Development/Information Sharing

Authority Control (7)
Collection Manager
Office of Research and Sponsored Programs Information Session
Virtual Reference Satellite Videoconference (2)
OCLC Institute—“Steering by Standards” (3)
Serial MARC Holdings (2)