

### **Non-Library Use of Librarian Expertise**

Anytime a library staff member develops an area of expertise, there is opportunity for use of that expertise outside the needs of the library. The James Kennedy Public Library Board of Trustees encourages the development of such expertise and approves its use according to the following policies:

- 1) Library staff are encouraged to provide expertise to non-library individuals and organizations as their personal time and abilities allow.
- 2) In a situation where the expertise of the staff member was acquired through coursework or classes paid for by the library; 50% of the fee charged for such expertise will revert to the library until the full cost of the course is recovered. The person providing the service will be entitled to the other 50% of the total fee charged. Once the full cost of the course is recovered, the person providing the service will be entitled to 100% of the fee charged.
- 3) There may be instances where the staff member providing this expert service uses library services and materials beyond what can be considered typical. In such situations, fees will be charged to cover the cost of such services. Such expense is the responsibility of the client, not the staff member, and will be in addition to the hourly fee for providing expertise.
- 4) Hourly rates for expertise will be determined as such expertise is developed. Rates will be appended to this policy as approved.

Grant Writing expertise will be provided at a cost of \$25.00 per hour.

Approved 7/27/94; revised 2/02, reviewed 1/08