

## Memorandum of Understanding

### Professional Development Placement - April 2015

Queensland Public Library Association (QPLA) - Development and Opportunity Working Group

This MOU will set out the terms of the professional development placements. These terms are between the QPLA Executive Committee and participants from Local Government Authorities (LGAs) who are member library services of the QPLA.

**Overview** - the professional development placements have been initiated by the QPLA on behalf of Queensland public library staff to enable new learning opportunities between fellow professionals across the State.

**Purpose** – a mutually beneficial way for library staff to deliver new learning and mentoring opportunities for professional development. The program will enable strong supportive ongoing professional relationships between public library staff.

**Scope** – to be inclusive of all Queensland public library staff from member libraries.

**Outcomes** – enhanced skills and abilities, knowledge sharing, mentoring and contributing to a connected, supportive environment for all library staff across Queensland.

#### Contribution

Participation is mutually agreed between participating LGAs.

**QPLA** – will through the Development and Opportunity working group act as a conduit enabling participation in short term professional placements across Queensland. Communication including resources to enable this to occur will be provided via the website. Contact can be made with the QPLA secretary as required.

**Participants** – are required to gain the support of the LGA that they work for before initiating contact. Resources on the QPLA website, including the application form, can be used to initiate contact with a potential hosting LGA. All documentation as required by the QPLA, including feedback, is to be completed.

**Expectations** - By agreeing to participate in the placement, the participant agrees to conduct themselves in a professional manner and abide by the visiting LGA's terms and conditions. The participant is to fund any expenses associated with the placement. Timeframe to be determined by organising parties.

**Terms of agreement** – the QPLA takes no responsibility for any loss or damage. While in the host library participants are to be covered by the terms and conditions of their own LGA's employment contract.

Signed

Full Name:

Position:

LGA: