

THE EVERGREEN STATE COLLEGE

April 11, 1974

TO: Library Group

FROM: Library Travel DTF (Joanne Jirovec, Chairperson, Al Saari, George Rickerson, Ernestine Kimbro, Becky Scott)

SUBJECT: Out-of-State Travel Money, Priorities and Procedures

Travel funds are to be used primarily for the enrichment of the library and the college. The DTF believes that travel funds should not be used so Evergreen is represented someplace. The DTF also believes that any library group member going to any meeting or participating in any activity is a representative of Evergreen, and we would hope share information about Evergreen with colleagues elsewhere. We believe that the experience gained from the travel should be shared with members of the library group who have like interest.

PRIORITIES:

The first priority will be that the travel will directly benefit the library and its operation. In this way, the college will be benefited.

The second priority will be travel that enriches one's professional growth. Some examples would be seminars, workshops and professional group meetings.

PROCEDURES:

For the year 1974-75, this DTF will consider each application for out-of-state travel and give their recommendation to the Dean of Library Services for final approval. All applications should be turned in as early in the fiscal year as possible but in any event no later than one month before expected departure. All other exceptions will be considered on an individual basis. The DTF will convene when an application is received by the chairperson.

Travel authorities and written justifications for the travel should include accurate statements of expenses to be incurred. The statement should also include place, dates, role you will play; a description of how you will share your experiences with appropriate library group members; and the benefit to the college and the library and in some cases professional growth.

We recommend that a new DTF be constituted each year with members representing all segments of the library to review applications. The chairperson will be chosen by the Dean who in turn will select members from each segment of the library.