

Library Learning Opportunities Funding Guidelines

The goal of the Library Learning Opportunity (LLO) Fund is to provide Library staff members access to training and staff development events that align employee skills and knowledge with library goals. In addition to formal training programs and workshops, LLO funds may be requested for informal, grass roots learning projects. Staff members are encouraged to think creatively about learning and sharing knowledge!

Allocations will be made in a context of striving to achieve an equitable distribution of the limited available resources. Projects may be funded fully or in part, depending on the amount requested, the availability of alternative or supplemental funding, the valued-added potential for the Library and available LLO funds.

A successful funding request will:

1. identify a discrete learning objective and opportunity
2. indicate how this undertaking will enhance the learner's effectiveness
3. describe how the new knowledge will be shared with other Library staff
4. articulate how the learning supports library goals
5. include a [pre-travel workshop form](#)

For more information contact Library Human Resources, 255-7021 or LibHR@cornell.edu.