

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 507

Page 1 of 1

NON ALA EMPLOYMENT OF ALA STAFF

Reviewed 4/1/98

---

ALA staff members may receive offers of short-term (or part-time) employment as consultants, teachers, lecturers, survey participants, and other related professional jobs.

It is beneficial to the Association for its employees to contribute knowledge of current and future developments within the field of library service. At the same time, the Executive Director must reserve discretion in considering those staff activities which might be in conflict with ALA policy.

Offers of short-term (or part-time) professional employment in which an individual ALA staff member may be interested should be discussed with the appropriate supervisor and the Executive Director in order to assess the effect on potential work loads and to make any needed readjustments in assignments or schedules. In addition to vacation leave which may be applied to outside activities, the Executive Director may authorize leave without pay for employees engaged in activities which provide compensation and which would not normally be required by that staff member's ALA position.

In general, an ALA staff member on full-time appointment should devote no more than two or three weeks within a calendar year to non-ALA employment above and beyond any vacation leave which may be applied to this purpose.

ALA staff considering offers of short-term outside employment should (1) avoid violating any existing ALA policy; (2) not commit ALA materials, facilities, or personnel for the gain or benefit of an outside enterprise; and (3) bear in mind the possible contribution of such activity to the Association.

Compensation received for outside employment performed on the person's own time is to be retained by the staff member.

ALA staff should not use ALA equipment and/or property for non-ALA employment activities.