

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 602

Page: 1 of 1

ATTENDANCE AT WORKSHOPS,  
SEMINARS OR INSTITUTES

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ALA and its various units may wish to have employees attend workshops, seminars and institutes, or short courses which are closely allied to the responsibilities of that unit. In such instances the fees of such training activities are normally paid by that unit, and the employee is considered to be in a work status while attending.