

Professional Development Travel

Revised by Bloomington Library Faculty Council: March 29, 1989; April and June, 1989 (by BLF ballot); May 7, 1990; February 23, 2000

1. Professional Development Travel

Each library faculty member on a tenure-track or a continuing line within the IUB Libraries budget is awarded partial financial support for one or more trips per year regardless of the distance involved. The professional development travel fund for faculty travel is set annually by the Ruth Lilly University Dean of University Libraries at the beginning of the fiscal year and is allocated on a flat-rate basis.

Support for travel that is necessary to conduct business germane to the work of the Libraries is granted from administrative funds on a case by case basis.

- a. Library faculty members entitled to travel funds shall be defined by a list of tenure-track, tenured, and continuing part-time faculty appointments requested from the Libraries Human Resources Officer.
- b. Library faculty with visiting appointments are not granted faculty travel support.

The Professional Development Travel Funding Request Form is signed by the librarian and routed for informational purposes to the immediate supervisor and to the Budget and Supply Office for university processing. Those travel plans that do not involve a request for travel funds should be discussed with the immediate supervisor.

2. Administrative Travel

For information on administrative travel support and requests, see the Administrative Travel Guidelines, Libraries Fiscal Office.

3. Other Sources for Travel Funding

- a. Grant-in-Aid
Librarians who participate in international conferences may also apply for a grant-in-aid to attend an international conference. Guidelines and application forms are available from International Programs, 205 Bryan Hall.
- b. InULA Research Incentive Funds
The Indiana University Librarians Association (InULA) provides Research Incentive Funds, which may be used for travel in support of research projects. Contact InULA for more information.
- c. Librarian Support Grants
The Bloomington members of the Sabbatical Leaves Committee award Support Grant funds that may be used for research, attendance at one-time workshops or institutes, or for the presentation of papers. For more information, see the section on "Guidelines for Disbursing the Librarians' Support Grant Funds" elsewhere in this Handbook.