



## **POLICIES: EXCHANGES**

One professional development exchange, good for two years, comes with each Western Council membership. An exchange can be divided in two, and multiple exchanges can be combined to cover one trip.

The Western Council member must request approval for use of the exchange before the event occurs. This advance request form is on the Western Council website. Once the event has been completed, a Travel Reimbursement form must be submitted. Additional exchanges may be purchased during the course of the year, with the cycle remaining the same as if the exchange had been purchased at the beginning of the membership year.

Professional development exchanges may also be used to bring in a trainer for state library staff. They may also be used for ALA Legislative Day.