

CITY OF LONDON

**Libraries, Archives and Guildhall Art
Gallery Department**

**GUILDHALL LIBRARY MANUSCRIPTS
AND
LONDON METROPOLITAN ARCHIVES**

**Learning and Development Policy
2008-9**

Learning and Development policy

VISION STATEMENT

London Metropolitan Archive and Guildhall Library Manuscripts are committed to developing staff and volunteers, to updating their skills and to broadening their outlook.

We will foster an environment where learning is the norm and where personal development is desired and expected by staff, volunteers and management.

POLICY

London Metropolitan Archive and Guildhall Library Manuscripts have identified four main areas of learning and development for 2008-2009. They are:

1. **Improvement in ICT skills**, including ECDL for all staff. These skills are seen as essential in the modern information and cultural sector. In addition to ECDL, training in specialist software will also be given as needed.
2. **Management development and team working**. This particularly focuses on change management, matrix working and benchmarking with other organisations which is seen as particularly important in a large service.
3. **Professional development and the training of new professionals**. This is also vital for a large organisation to prevent stagnation.
4. **Knowledge of collections**. With over 10,000 cubic metres of holdings, this is a constant requirement for all staff.

Our commitment:

The City of London provides a unique and diverse range of services to the residents, businesses, workers and visitors in the City of London and beyond. We are committed to being proactive in providing services fairly to all our potential service users. Promoting equal opportunity for all is one of our core values.

Our policy is to treat all service users, and anyone else we come into contact with, equally and with dignity and respect and not to discriminate on grounds of age, disability status, employment status, ethnic or cultural origin, gender, marital status, nationality, religious belief or non-belief, responsibility for dependants, sexual orientation, social background, or any other grounds which cannot be shown to be justified. We will recognise, respect and value difference and diversity.

In partnership with our employees, our residential communities and stakeholders, we will work hard to meet our obligations under the relevant anti-discrimination legislation, codes of practice and good practice guidelines.