

GUIDELINES FOR THE LIBRARY SCIENCE SCHOLARSHIP

PURPOSE

Kentucky state law requires that public libraries in Kentucky be administered and staffed by personnel appropriately certified by the Kentucky State Board for the Certification of Librarians. The Certification Board believes that library staff must increase their skills and knowledge through continuing education in order to keep abreast of developments in the information age. The Certification Board is authorized under KRS 171.303 – 171.306 to encourage library science education for public library staff by offering library science scholarships for the successful completion of classes from accredited or approved programs.

DEFINITIONS

For the purpose of this scholarship the following terms shall mean:

Appropriate Certification – Certification issued by the Kentucky State Board for the Certification of Librarians for a position under the guidelines specified in 725 KAR 2:060.

Graduate – Complete the requirements for a permanent certificate issued by the Kentucky State Board for the Certification of Librarians appropriate for their current library position.

Employed - means employment in a library that includes administration, collection development, technical services, public services, or support for public service areas, and excludes secretarial, custodial, grounds keeping, security, food service, driver (other than bookmobile/outreach vehicle), and messenger duties.

Permanent Certificate – Any certificate issued by the Kentucky State Board for the Certification of Librarians excluding the Temporary Certificate.

ELIGIBILITY REQUIREMENTS

In order to be eligible for the *Library Science Tuition Scholarship*, students must meet the following requirements:

- Be employed by a Kentucky public library.
- Study library science at an institute which is accredited by the American Library Association, the National Council for the Accreditation of Teacher Education or the appropriate regional postsecondary education program.
- Take graduate level courses from an ALA-accredited program (if applicable).
- Earn at least a C final grade for undergraduate students.
- Earn at least a B final grade for graduate students.
- Maintain proper certification from the Kentucky State Board for the Certification of Librarians.

CRITERIA FOR AWARD

Scholarships in the amount of \$500 for a student attending a 4-year university and \$250 for a student attending a community college, not to exceed \$3000 per semester, will be awarded in the following order:

- Directors working toward initial certification
- Library staff working toward initial certification

COMPLETION OF APPLICATION

Adhering to the following instructions will ensure that the applying student and the sponsoring library have successfully completed the application process. Incomplete applications will not be considered.

- The student must complete and submit the application with a letter of recommendation from the supervisor, the library director, or board president. Submit the *application* by given deadline date (see below).
- At the conclusion of the coursework, the student must submit their final grade report.

PAYMENT SCHEDULE OF SCHOLARSHIPS

The funds will be paid to the student prior to the beginning of class. This award is contingent upon the student completing the course and receiving a minimum grade of a B for a graduate level course or a minimum grade of a C for an undergraduate course. If these conditions are not met, the student will be responsible for repayment of the scholarship to the Library Science Scholarship Fund.

DEADLINES

THE APPLICATION - Student must submit this form with a letter of recommendation from the supervisor, the library director, or board president postmarked no later than **June 9th** for the Fall Semester.

THE FINAL GRADE REPORT– The final grade report must be received no later than 30 days after the completion of the class.

MAILING

All completed applications with original signatures must be postmarked by indicated deadline date and mailed to:

Scholarship Committee
Kentucky State Board for the Certification of Librarians
Kentucky Department for Libraries & Archives
P.O. Box 537
300 Coffee Tree Road
Frankfort, KY 40602-0537

FAX copies will not be accepted.