GUIDELINES FOR THE LIBRARY SCIENCE TUITION 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. Under KRS 171.303 – 171.306, the Certification Board is authorized 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.

> ***Employed*** - Full or part-time 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.

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 (full or part-time).
- Hold at least a Temporary certificate at the time of application.
- Study library science at an institute accredited by the American Library Association (ALA), 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 appropriate certification from the Kentucky State Board for the Certification of Librarians.

DETERMINATION OF AWARD

Scholarships are awarded in the amounts of $750 to a student attending a 4-year university and $350 to a student attending a 2-year college, not to exceed $7,000 per semester.

A committee composed of KDLA staff and a member of the State Board for the Certification of Librarians or a public library director will review applications.

Applicants are scored based on pre-determined rubric values. The award is based on the total of those values.

In awarding scholarships, the following receive special consideration:

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

COMPLETION OF APPLICATION
Adhering to the following instructions ensures that the applying student and the sponsoring library have successfully completed the application process. Submitting an incomplete application will result in immediate disqualification.

- The student must complete and submit the application with a letter of recommendation from the supervisor, 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.

USAGE OF FUNDS
Scholarship funds can only be used to pay for library science classes, fees, and textbooks (not computers, internet access, etc.).

PAYMENT SCHEDULE OF SCHOLARSHIPS
Funds are 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. The student must also continue to work in a Kentucky public library for at least two years after receiving the appropriate certification. If these conditions are not met, the student is responsible for repayment of the scholarship to the Library Science Scholarship Fund.

FORFEITURE/REPAYMENT OF SCHOLARSHIP
The granting of the award is void and any amount awarded shall become immediately repayable if:

- The student does not attend school for the time period specified on the application;
- The student does not meet the minimum grade requirements:
  - At least a C final grade for undergraduate students, or
  - At least a B final grade for graduate students;
- The student does not continue to work in a Kentucky public library for at least two years after receiving the appropriate certification unless such failure to retain employment is through absolutely no fault of the student. If the student loses employment due to the economic hardship of the library where employed, or other reason beyond the control of the student, repayment of the grant may be waived by the State Librarian. Such waiver shall be granted at the sole discretion of the State Librarian and shall be made on an individual basis at the request of the Student. The decision of the State Librarian may be appealed to the Kentucky State Board for the Certification of Librarians, whose decision shall be final.

DEADLINES

THE APPLICATION - The application with a letter of recommendation from the supervisor, library director, or board president must be submitted by **4:30 p.m. Eastern Time on Friday, October 25th, 2024** for the Fall 2024 semester. Decisions will be made by the scholarship committee by Friday, November 8th, 2024. Recipients will be notified by Tuesday, November 12th, 2024.

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