

### Library Continuing Education Program Criteria

The Library of Michigan strives to support libraries' efforts to provide quality service and programming to their communities. A major element of excellent service is empowering library staff to learn and implement new skills and best practices. The Librarian Continuing Education program helps by providing financial support for library staff continuing education.

Public, academic and school library staff are eligible to apply for continuing education stipends. The program details and criteria are as follows:

- Current staff members (full or part-time) of eligible libraries are eligible to apply THROUGH their library, which will be the grantee. The library staff member will be the continuing education attendee.
- Eligible libraries are legally established public libraries, academic libraries, or school libraries which meet the library eligibility standards:
  - Have one or more paid staff
  - Have a regular schedule of library service
  - Have a dedicated facility for library purposes
  - Have an annual budget with funds reserved for library materials and services
  - Have a record of resource sharing with other libraries
- Special libraries may apply as public libraries if they are:
  - Non-profit and
  - Allow public access to their services and collections.
- The library staff member's job must include duties that include direct provision of library services to library patrons or students.
- The attendee must be employed by the library through the entirety of the event to receive funding.
- The request must be for support to attend a national, state or regional workshop, institute, conference or webinar on a library program or service related topic.
- Library of Michigan events, such as Beginning Workshop, New or Advanced Directors Workshop, or Rural Libraries Conference are **NOT** eligible for the program. Internal institutional events such as staff development days are **NOT** eligible for the program.
- Funding is available as a stipend payment for the amount approved after the event and required documentation are received.
- Funding requests are as follows:
 

○ In State Event – One Day	\$300
○ In State Event – Two Days	\$600
○ In State Event – Three Days	\$900
○ In State Travel Support – Only if event site is more than 150 Miles from the Attendee's Library one way.	\$150
○ Out of State Event	\$1,600
○ Webinar/Online Class	Actual Registration amount – Not to Exceed \$500 (Receipt must accompany Knowledge sharing form)
- All attendees must submit an article or presentation to the Library of Michigan to share what they have learned with the local or state library community before their library will be paid.

- An applicant may receive funding for only one event per fiscal year (October 1 through September 30).
- Submitting an application does not ensure funding.
- **Approved stipends will be rescinded if documentation is NOT submitted by the appropriate deadline.**

#### Timeline

- Applications may be submitted at any time.
- Applications will be reviewed every three months, on the last business day of March, June, September, or December, for continuing education events that are after the quarterly submission date.
- Applicants will be notified of the funding decision within two weeks of the last business day of the application review months (March, June, September, December).
- Successful applicants will be required to sign and return an agreement form within two weeks of notification of the award.
- Attendees must submit an agenda/schedule of the event, the knowledge sharing form and the required article or presentation no later than 30 days after the end of the event to receive the stipend.
- Within 30 days of submission of the knowledge sharing form and article or presentation, the Library of Michigan will notify the attendee of the final approved amount.
- Failure to complete the steps listed above by the appropriate deadline will result in the stipend being rescinded.
- **Libraries must be a State of Michigan vendor to receive funds.**

#### Application Questions

**Review the application questions below to prepare before completing the online application.**

1. What type of library do you work for? Public, Academic or School
2. If a PUBLIC library - Do you receive state aid for public libraries from the Library of Michigan?
3. If an ACADEMIC library - You must be able to answer "YES" to all below
  - Have one or more paid staff
  - Have a regular schedule of library service
  - Have a dedicated facility for library purposes
  - Have an annual budget with funds reserved for library materials and services
  - Have a record of resource sharing with other libraries
4. If a SCHOOL library – You must be able to answer "YES" to all below
  - Has one or more appropriately certified staff (An all subjects endorsement for elementary school librarians and an ND endorsement for middle school and high school librarians)
  - Has a regular schedule of library service
  - Has a dedicated facility for library purposes
  - Has an annual budget with funds reserved for library materials and services
  - Has a record of resource sharing with other libraries
5. Applicant's First and Last Name
6. Applicant's Job Title
7. Applicant's Office Email Address
8. Applicant's Office Phone
9. Are you currently employed either full-time or part-time at the library listed below?

10. Have you received a Library of Michigan Librarian Continuing Education stipend in the last fiscal year?
11. Library Name
12. Library's Complete Mailing Address
13. Name of Library Director, Dean or School Principal

Please tell us about the continuing education you want to attend. This can include workshops, conferences, institutes, or webinars.

14. Title of Event
15. Location of Event, Event Host/Organizer, City and State
16. Dates of Event, MM/DD/YY to MM/DD/YY

Event Justification - Please provide for us in a narrative form, using complete sentences, information to answer the questions below.

17. Please tell us what you hope to learn from the event?
18. How do you plan to share what you learn locally?
19. Which statewide knowledge sharing option are you willing to complete after your attendance at the event?

Brief slide presentation, to be presented by you for library staff at your library

Brief article, to be shared with library staff at your library and printed by the Library of Michigan

#### Funding

20. What level of funding are you requesting?
  - a. In State Event – One Day \$300
  - b. In State Event – Two Days \$600
  - c. In State Event – Three Days \$900
  - d. In State Travel Support – Only if event site is more than 150 Miles from the Attendee's Library one way. \$150
  - e. Out of State Event \$1,600
  - f. Webinar/Online Class Actual Registration amount (Receipt must accompany Knowledge sharing form)

21. Library federal EIN Number (this will be the EIN used to receive state aid or state funds for the library or governing institution):

#### Certification

22. By submitting this application, you are certifying that you are the applicant named above, that all the information provided on this application is true and accurate to the best of your knowledge, and that you have your library director, dean, or school principal's approval to attend this training and to apply for this stipend. Uncertified applications will not be considered.

#### Confirmation Screen Details

Thank you for your application. Please allow 10 business days to process the submitted application from the final date of submissions for this quarter. Please contact Evette Atkin, Continuing Education Coordinator at [atkine@michigan.gov](mailto:atkine@michigan.gov) or 517-373-3746 with any questions regarding the application or application process.