**Library Staff Continuing Education Program**
**Criteria, Process, Rubric and Application Questions**

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 Library Staff Continuing Education program helps by providing financial support for library staff continuing education.

Applications are made through the Library of Michigan grant site for events that will occur AFTER the next review period. Applications are reviewed at the beginning of each month for applications made in the previous month. The program details and criteria are as follows:

**Criteria:**

- Current staff members (full or part-time) of eligible libraries are eligible to apply THROUGH their library, which is the applicant. The library staff member will be the continuing education attendee.

- Eligible libraries are 1.) public libraries, 2.) academic libraries, or 3.) public school libraries which meet all the following library eligibility standards.

  The library eligibility standards are:
    o have one or more paid library staff,
    o have a regular schedule of library service,
    o have a dedicated facility for library purposes,
    o have an annual budget with funds reserved for library materials and services,
    o have a record of multi-type library cooperation, evidenced by activities such as union listing of holdings, reciprocal borrowing, or interlibrary loan, and
    o if a "public library," be "lawfully established" for purposes of the State Aid to Public Libraries Act and meet all eligibility requirements for receiving state aid,
    o if an "academic library," be part of a public or non-profit college or university currently accredited by the Higher Learning Commission.

- Special libraries may apply as public libraries if they are:
    o Non-profit, and
    o Allow open public access to their services and collections.

- The library or the organization the library is part of must have a federal UEI number.

- 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 library service-related topic.

- Library of Michigan workshops, conferences, or events 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 paid after the event and after the required agreement form and report are received.

- Funding amounts are as follows:

  - In State Event – One Day                    $300
  - In State Event – Two Day                    $600
  - In State Event – Three Days                 $900
  - In State Travel Support                     $150
    (For in-person events more than 150 miles one way from the Attendee's Library)
  - Out of State Event                          $1,800
  - Webinar/Online Class                        Actual Registration amount up to $500

- All attendees must submit a report and the article or presentation shared with their local library community to the Library of Michigan through the grant site before their library will be paid.

- An applicant may receive funding for one event per fiscal year (October 1 through September 30).

- Applying does not ensure funding.

- Applicants unable to attend an event may request to switch to another event in the SAME fiscal year.

- **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 at the end of each month for events that are after the end of the month.

- Applicants will be notified of the funding decision the first week of the next month.

- Successful applicants will be required to sign and return an agreement form within 10 days of notification of the award.

- Attendees must submit a report and an article or presentation no later than 30 days after the end of the event to receive the stipend. These materials are submitted ONLINE in the grant site.

- Within 30 days of submission of the report 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 or the organization the library is part of must be a State of Michigan vendor to receive funds.**

**Application Review Rubric:**

Applications are reviewed based on the following rubric. Applications must receive a minimum of 10 points to be considered. Approval for those applications that score 10 or more depends on the availability of funding.

Rubric Questions
1. How recently has the **applicant** received a stipend?
    a. This FY Year - Not eligible
    b. Last FY Year - 1 point
    c. Two FY Years Ago - 2 points
    d. Three FY Years Ago - 3 points
    e. Four FY Years Ago - 4 points
    f. Five FY or more or Never - 5 points
2. How recently has the **applicant's library** had a staff member receive a stipend?
    a. This FY Year - 0 Points
    b. Last FY Year - 1 point
    c. Two FY Years Ago - 2 points
    d. Three FY Years Ago - 3 points
    e. Four FY Years Ago - 4 points
    f. Five FY or more or Never - 5 points
3. What is the library type and size?
    a. Public libraries
        i. Class VI – 1 point
        ii. Class V – 1 point
        iii. Class IV – 3 points
        iv. Class III – 3 points
        v. Class II – 5 points
        vi. Class I – 5 points
    b. Academic or School libraries - 2 points
4. Quality of the Application?
    a. Accurate - 1 point
    b. Learning Goal - 1 point
    c. Complete - 1 point
    d. New event for applicant - 1 point
    e. Not late on previous materials - 1 point

**Application Questions:**

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

- What type of library do you work for? Public, Academic, or School
- Library Name / Library Branch Name

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- Library's Complete Mailing Address
- Library Cooperative Membership
- Library's UEI Number
- If a school library, Library School District Name
- If a PUBLIC library or an ACADEMIC library - You must be able to answer "YES" to all below:
  a. Have one or more paid staff.
  b. Have a regular schedule of library service.
  c. Have a dedicated facility for library purposes.
  d. Have an annual budget with funds reserved for library materials and services.
  e. Have a record of resource sharing with other libraries.
  f. If a public library, is the library eligible to receive state aid for public libraries.
- If a SCHOOL library – You must be able to answer "YES" to all below:
  a. 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)
  b. Has a regular schedule of library service.
  c. Has a dedicated facility for library purposes.
  d. Has an annual budget with funds reserved for library materials and services.
  e. Has a record of resource sharing with other libraries.
- Applicant's First and Last Name, Email, Phone, Job Title
- Are you currently employed either full-time or part-time at the library listed below?
- Have you received a Library of Michigan Librarian Continuing Education stipend in the last fiscal year?
- Name of Library Director, Dean or School Principal, Email, Phone, Job Title

**Event**:

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

- Name of Event
- Location of Event, Event Host/Organizer, City and State
- Start and End Dates of Event, MM/DD/YY to MM/DD/YY

**Event Justification**:

Please provide for us in a narrative form, using complete sentences and paragraphs, information to answer the questions below.

- What type of event would you classify this as?
- Have you participated in this event previously?
- Please tell us what you hope to learn from the event?
- How do you plan to share what you learn locally with fellow local or regional library staff?
  a. Brief presentation, to be presented by you for other library staff at your library or region.
  b. Brief article, to be shared with library staff at your library or region.

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**Funding:**

- 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              $150
       (For in-person events more than 150 miles one way from the Attendee's Library)
    e. Out of State Event                   $1,800
    f. Webinar/Online Class                 Actual Registration amount up to $500.
       (Receipt must accompany report)

**Certification:**

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. This includes the understanding that your employer will either pay for the event or reimburse your expenses and will receive the stipend from the Library of Michigan. You must click SUBMIT to complete the application. Incomplete applications will NOT be considered.