



LOUISVILLE FREE PUBLIC LIBRARY FOUNDATION

Library School Scholarship Program Description, Policies and Procedures, and Terms

Goals:

To provide financial assistance to Louisville Free Public Library employees who wish to pursue a master's degree in library science. To help educate future LFPL librarians to meet the community's ongoing need for quality service and information.

Student Eligibility:

Current employees of the Louisville Free Public Library who are in good standing and have completed six (6) months of service are eligible to apply. In the event applications exceed funds available for scholarships, preference will be given to candidates closest to completing the degree program. The review committee will also consider such criteria as letters of recommendation, past performance on the job, and the library's need for graduates with particular experience or educational background.

Applicants must have secured admission to the graduate school to be eligible for a scholarship. Applications will be considered from prospective students who have applied for admission, but no grants will be awarded until admission is verified.

Academic Institution Eligibility:

Scholarships will be awarded only for ALA-accredited library science programs. It is expected that most grants will be awarded for study at the University of Kentucky Graduate School of Library and Information Science, the only ALA-accredited library science program in the Commonwealth. However, under special circumstances as determined by the Scholarship Committee, partial scholarships may be provided for out-of-state ALA-accredited library science schools. Out-of-state scholarships will not exceed current in-state tuition rates at the University of Kentucky.

Term of Scholarship:

Scholarships are awarded on a semester-by-semester basis. Continuing students will receive priority consideration in awarding scholarship grants.

Types and Amounts of Financial Assistance:

Library Foundation scholarships include tuition (up to but not exceeding current in-state tuition rates at the University of Kentucky), any required books, and course fees. Or, the Library

Foundation will pay tuition at another institution up to the amount of UK's in-state tuition. The Library Foundation will fund only up to the required amount of credit hours to complete the degree (typically 36 hours). Additional courses or specialties must be preapproved by the Library Foundation prior to enrollment. Additional courses that have not been preapproved will not be funded. Payment for travel to required out-of-town classes may be available, based on current mileage rates.

Foundation scholarship monies are to be used after reasonable efforts have been made to explore scholarships and grants available from the library science school. No loans need be sought. After successful completion of the first semester, the Library Foundation will reimburse up to \$200 in application and testing fees.

Scholarship Recipient Obligations:

Recipients who maintain their employment at the Louisville Free Public Library must continue to be employees in good standing. Termination of employment at the Louisville Free Public Library will result in termination of the scholarship, and the full amount of the scholarship will be owed to the Library Foundation. All recipients must continue to be library science students in good standing. Failure to remain in good academic standing may be cause for termination of the scholarship and may, under certain circumstances as determined by the Library Foundation, require repayment of scholarship funds.

Recipients are required to be available to work at the Louisville Free Public Library immediately following completion of the MLS degree or early departure from the MLS program. The service requirement will be one month of service for every semester hour of graduate class paid for by the scholarship. For example, for a 36-hour program, 36 months of continuous employment would be required following the completion of MLS program. This requirement should not be construed as a guarantee of employment following graduation. The Library may at its sole discretion choose to waive the service requirement in unusual circumstances.

Failure to meet the full service requirement will cause the recipient to be obligated to repay the pro rata share of the scholarship not yet matched with service. Repayment must be made in a timely fashion at a reasonable rate of interest as determined by the Library Foundation.

Recipients are required to abide by all Program Policies and Procedures as outlined on page 3.

Award Process:

- 1) The Library Foundation will post notice of the scholarship program through typical library communication channels.
- 2) The Library Director, in consultation with supervisory staff, will screen applicants to ensure their eligibility and will recommend the specific applicants and the respective scholarship award amounts.
- 3) An ad-hoc committee of the Library Foundation will select qualified applicants from those recommended by the Library Director.
- 4) Payment for tuition and course fees will be made directly to the school on receipt of invoice. Other payments will be made to the student/employee.

Program Policies and Procedures:

Academic Standing and Submission of Grades – Recipients are expected to meet the requirements of a graduate student in library science as set forth by the school attended. In the event a recipient loses his/her good standing as a student, he/she must notify the Library Foundation immediately. Such a loss may be cause for termination of the scholarship and may under certain circumstances require repayment of scholarship funds.

Recipients are required to forward grades to the Library Foundation for each semester within one week of receiving the grades. The Library Foundation will fund subsequent semesters only if grades from the previous semester have been submitted. Unofficial transcripts or screenshots of student accounts are acceptable.

Reimbursement for Books and Travel – Recipients are eligible for reimbursement for required textbooks and may be eligible for travel reimbursement based on current mileage rates. Mileage will be reimbursed only for trips out of town to attend classes. The maximum amount of mileage reimbursement during a semester is \$200. Students must complete a Semester Expense Report and attach all receipts in order to be reimbursed. Expense reports must be submitted prior to the end of the semester to which they pertain.

Notification of Intent to Continue the Program – Scholarships are awarded one semester at a time. At least six weeks prior to the beginning of the next semester, recipients must notify the Library Foundation in writing of their intent to continue their studies. Notification must include the number of classes in which the student intends to enroll.

Dropped Classes – Scholarship recipients must notify the Library Foundation immediately of any dropped classes. If the recipient is not entitled to a full refund for a dropped class, the portion of the tuition that was not refunded will be added to the recipient's scholarship total.

Completion of Degree and Service Requirement – Upon completion of the program, recipients must notify the Library Foundation of the date that the degree will be awarded. This date will serve as the beginning of the service requirement to the Louisville Free Public Library. Graduates must provide the Library Foundation with a copy of his/her diploma or other proof of completion of the program. The Library Foundation will provide the graduate with documentation of the total dollar amount of the scholarship as well as dates for his/her service requirement.

Termination of Employment Prior to Completion of Service Requirement – In the event a scholarship recipient leaves the Louisville Free Public Library prior to completing the service requirement, the Library Foundation will advise the recipient of the terms of the repayment of the balance owed. Recipients will owe the Library Foundation the total scholarship money granted (includes tuition, books, travel, and all other expenses paid to the recipient or on the recipient's behalf), less credit for any months served following graduation. The dollar amount of each month of service is determined by dividing the total scholarship paid by credit hours. The amount owed to the Library Foundation will carry interest charges and will require minimum monthly payments to be determined at the time the scholarship recipient is no longer employed by the Louisville Free Public Library.