



NMCAL PROFESSIONAL DEVELOPMENT SCHOLARSHIP GUIDELINES

The New Mexico Consortium of Academic Libraries offers up to \$1,500.00 per year (July 1 – June 30) in professional development scholarships to assist academic librarians/paraprofessionals with event expenses for professional development purposes.

Types and amounts of awards:

Up to \$500.00 will be granted to the NMCAL President or his/her designee each year to attend a national-level conference such as ALA, ACRL, etc. An application is not needed for this award; however, the President should inform the Executive Committee of his/her intent to attend a national conference within one month of taking office. Upon returning, the President or designee should submit a list of travel expenses along with copies of receipts to the treasurer in order to be reimbursed. The President/designee will also provide a report to NMCAL, summarizing the sessions and activities that s/he participated in. This report will be given at the next NMCAL meeting that takes place after the conference.

Individual scholarships of up to \$200.00 each, not exceeding a total of \$1000.00 within a year may be granted to applicants for the following purposes:

- Attendance at an NMLA mini or annual conference (preference will be given to individuals who are presenting a program or poster session) – open to all librarians/paraprofessionals in academic libraries that are members of NMCAL and to out-of-state guest presenters invited by NMCAL.
- Attendance at the annual NMCAL Retreat – open only to NMCAL Directors or designees and guests presenting a session.
- Attendance at CHECS events – open only to NMCAL Directors or designees.
- Attendance at other library-related conferences (OLAC, ACRL, ALA, etc.) when they are hosted in New Mexico – open only to librarians/paraprofessionals from NMCAL-member libraries.
- Visits to other libraries within the state for the purpose of facilitating professional development and expertise among NMCAL libraries – open to librarians in academic libraries that are members of NMCAL.

The Professional Development Committee reserves the right to limit the number of awards in each category depending on the number of applications received and the amount of funding available. In years where the President does not ask for funding to attend a national conference, there may be more funding available.

Who may apply: Academic librarians/paraprofessionals as stipulated above, whose institutions cannot fully fund travel expenses (including any applicable registration fees).

Limitations: No more than two awards each year will be given to individuals from the same institution.

Individuals may receive only one professional development scholarship within a year, and will only be considered for subsequent scholarships every other year (i.e. recipients are not eligible to receive scholarships in consecutive years).

Application deadline: Applications for NMLA and CHECS events, other conferences hosted in New Mexico, and the NMCAL Retreat must be received no later than one month prior to the date of those events.

Applications for travel grants to visit other libraries should be submitted as soon as the date of the visit has been established. It is understood that plans for such visits can often be very last minute in nature. In such cases it is possible that applications may not be processed or approved until after the visit has taken place.

Please send applications:

By email to: Dennis Davies-
Wilson
davies@unm.edu

OR By mail to: Dennis Davies-Wilson, Chair
NMCAL Professional Development Committee
UNM-Los Alamos Library
4000 University Dr.
Los Alamos, NM 87544

Review of Applications: The NMCAL Professional Development Committee will review applications and determine scholarship recipients and the amount to be awarded.

Notification of Scholarships: Scholarship recipients will be notified by letter of the amount awarded. Two copies of the letter will be sent to the recipient. One copy will be signed by the recipient in acceptance of the scholarship and returned to the NMCAL Professional Development Committee Chair.

Disbursement of Scholarships: Checks will be mailed to individuals as reimbursement following the respective event. Scholarship checks will only be disbursed to individuals who have signed and returned a letter of acceptance.

Advanced disbursement of checks will be made at the discretion of the NMCAL Professional Development Committee at the request of the recipient. A clear need-based statement of request for advanced disbursement must accompany the recipient's acceptance letter. Advanced disbursements will not be made prior to two weeks before the scheduled event. If an advanced disbursement is made and the recipient ends up not attending the event for whatever reason, the full amount of the award must be returned to NMCAL.



NMCAL Professional Development Scholarship Application Form

The New Mexico Consortium of Academic Libraries provides travel awards up to \$200.00 to academic librarians/paraprofessionals for professional development purposes as follows. See the Guidelines above for limitations.

1. Attendance at an NMLA mini or annual conference (preference given to individuals presenting a program or poster session)
2. Attendance at the annual NMCAL retreat
3. Attendance at CHECS events
4. Attendance at other library-related conferences (OLAC, ACRL, ALA, etc.) when they are hosted in New Mexico.
5. Visits to other libraries within the state for the purpose of facilitating professional development and expertise among NMCAL libraries.

Application deadline: One month prior to scheduled event for items 1-4 above. ASAP for library visits.

Please complete and sign the application form below. Incomplete or unsigned applications will not be considered.

I. Applicant information

Name: _____ Email: _____

Home Address: _____

_____ Daytime Telephone: _____

Institution: _____

Institution address: _____

Have you ever received a NMCAL Travel Scholarship/Award? _____ No _____ Yes If "Yes", please indicate the date of the last award _____

Purpose of Travel Award (check one)

_____ NMLA mini- or annual conference Conference location: _____

_____ NMCAL Retreat Retreat location: _____

_____ Visit to other library Date of visit: _____ Location of library: _____

_____ Other (please specify) _____

If giving a poster session or presentation, please indicate title and brief description:

Personal statement: On a separate sheet of paper, please provide a brief statement (100 words or less) of why you should be chosen to receive a NMCAL Travel Scholarship. If you are applying for a scholarship to visit another library, please include the name of the library you are visiting, a budget or list of expected expenses, the goal(s) of the visit and an anticipated itinerary.

II. Travel Expenses

Registration: _____

Travel: _____

Food: _____

Lodging: _____

TOTAL: _____

Amount of institutional support available _____

Award amount requested (up to \$200.00) _____

Applicant's signature: _____