



**ARIZONA STATE LIBRARY
ARCHIVES AND PUBLIC RECORDS**
A DIVISION OF THE SECRETARY OF STATE
Library Development



CONTINUING EDUCATION SCHOLARSHIPS

Library Development strives to empower staff in Arizona libraries to offer excellent service to their customers. All library personnel employed full-time in Arizona libraries are eligible to apply for a scholarship to learn best practices of librarianship and share what they learned at their libraries or with the Arizona library community at large. This may be fulfilled by preparing an article of 500 – 750 words or a PowerPoint of 5 - 10 slides that will be shared through email, in a newsletter, at a staff meeting, or at a continuing education event.

Scholarships are available starting at \$100 up to a maximum of \$1250. In deciding at which level to apply, please consider the number of hours required for preparation/presentation of the work product. Other costs to consider may include the costs of your attendance at a national, state, or local workshop, institute, conference, or webinar. Scholarships are not available for formal library courses through a university or community college.

A copy of the article or PowerPoint and the conference agenda will be due to the Arizona State Library's Continuing Education Consultant in electronic format within **30** business days from returning to work after the CE event. The State Library reserves the right to share in print or post online the document or slides for educational purposes, such as posting to its website (www.azlibrary.gov) or submitting the article to the [AzLA Newsletter](#).

To request a Continuing Education Scholarship, all applicants must submit this application and a W-9 for the payee at least **60** days prior to the date of the event.

If the request is approved, the recipient will be notified within 10 working days of receipt of the application. Scholarship will be processed for payment upon receipt of the work product and conference agenda.

Scholarships will be considered on a first-come, first-served basis. The Arizona State Library reserves the right to award scholarships at a lower amount than requested. Applications submitted retroactively will not be considered.

Scholarships are funded with Library Services and Technology Act (LSTA) funds from the Institute of Museum and Library Services and may be granted only when federal funds are available.

Please contact us at 602-542-6263 or 1-800-255-5841 with any questions.

CONTINUING EDUCATION SCHOLARSHIP PROGRAM
Melissa Kummen, Continuing Education Consultant
Arizona State Library, Archives and Public Records
1700 West Washington Street, B-002
Phoenix, Arizona 85007
Email: mkummen@azlibrary.gov
Fax: 602-542-3260



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CONTINUING EDUCATION SCHOLARSHIP APPLICATION

Date: _____ Business Telephone: _____

Name of Applicant: _____

Job Title: _____ Full-time library employee? Yes ___ No ___

Email: _____

Library Name: _____

Library Address: _____

Title of Conference: _____

Location of Conference: _____

Date(s) of Conference: From: _____ To _____

What do you hope to gain from participating? _____

How do you plan to share what you learn, with whom, and what work product will you submit (article, slides, etc.)?

What level of scholarship are you requesting?

\$100	___	\$150	___	\$200	___	\$250	___	\$350	___
\$450	___	\$550	___	\$650	___	\$750	___	\$850	___
\$950	___	\$1050	___	\$1150	___	\$1250	___		

Is your library applying for more than one scholarship to this workshop?

Yes ___ No ___ If yes, who else is applying? _____

Have you received a CE Scholarship for other events within the period from October 1-September 30?

Yes ___ No ___ If yes, what was the amount? _____

(Only \$1250 in scholarships may be awarded per person for events falling within the 10/1-9/30 fiscal year).

Scholarships may be paid to individuals (taxable), or they may be paid an entity such as a town or library.

Payee (must match W-9): _____



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In applying for a Continuing Education Scholarship from Library Development, I agree to the following terms:

1. I may not receive more than \$1,250 in scholarship funding in one fiscal year (10/1 – 9/30).
2. A copy of my **work product** for sharing learning from the conference, along with the **conference agenda**, is due in electronic format to the CE Consultant at the Arizona State Library within **30** days after my return to work from the conference. I understand the State Library has the right to share in print or post online the document or slides for educational purposes.

Applicant Signature: _____

Date _____

Head Librarian/Supervisor Signature: _____

Date _____

Mail, email, or fax application and W-9 to:

CONTINUING EDUCATION SCHOLARSHIP PROGRAM
Attention: Melissa Kummen
Arizona State Library, Archives and Public Records
1700 West Washington Street, B-002
Phoenix, Arizona 85007

Fax: 602-542-3260 mkummen@azlibrary.gov

To be completed by the Arizona State Library:

Approved:

Yes ___ No ___ If yes, what is the amount? _____

State Library CE Coordinator Signature: _____

Date _____

Funding Code _____