



KATIE HOBBS  
SECRETARY OF STATE

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](http://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  
Ann Marie Creegan, Continuing Education Consultant  
Arizona State Library, Archives and Public Records  
1700 W. Washington St.  
B-002  
Phoenix, Arizona 85007  
Email: [acreegan@azlibrary.gov](mailto:acreegan@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: Ann Marie Creegan  
Arizona State Library, Archives and Public Records  
1700 W. Washington St. B-002  
Phoenix, Arizona 85007  
Email: [acreegan@azlibrary.gov](mailto:acreegan@azlibrary.gov)  
Fax: 602-542-3260

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 \_\_\_\_\_