

LIBRAS PROFESSIONAL DEVELOPMENT GRANT GUIDELINES

Purpose:

To provide financial support to further the professional development of LIBRAS library staff, both full and part-time but excluding student workers, so that benefits will accrue not only to the individual and his/her library but also to LIBRAS.

Types of Activities:

The program covers, but is not limited to, the following activities:

- Attendance at conferences that cover subjects of relevance to the operations of academic libraries such as ACRL, IACRL, ILA, LOEX and ALA Annual Conference.
- Attendance at pre-conferences, conferences and workshops of specialized interest
- Online continuing education courses or conferences.

For each request, LIBRAS will fund up to \$500. LIBRAS funds can be used to cover registration, travel, and lodging.

Eligibility:

All LIBRAS staff members, full and part-time but excluding student workers, are eligible to apply. The applicant must have direct job responsibility for the subject area covered by the activity. Library Directors and current members of the Executive Committee, however, are not eligible for the Professional Development Grant.

Application Process:

- To apply, the applicant must submit a completed application, approved by the applicant's director, to the Past President/Continuing Education Coordinator.
- The LIBRAS Executive Committee will approve or deny the request, determine what constitutes a "reasonable amount" of funding, and notify the applicant via email.
- Each year, a LIBRAS staff member may apply for funding for one professional development activity.
- The LIBRAS Executive Committee will attempt to distribute professional development funds in an equitable manner among the member institutions.
- Members may apply for LIBRAS professional development grants at any time prior to the requested event or activity and may not apply after an event or activity.
- **Receipts must be submitted before the end of the fiscal year.**

Accountability:

For any professional development activity, the LIBRAS Executive Committee may ask any recipient to share his/her experience with other LIBRAS members if the content of the funded activity would be beneficial to the rest of the membership. This sharing may include, but is not limited to, a presentation at any type of LIBRAS meeting.