

Professional Development Award/Scholarship

Advancing Your Library Career Through Local Support

INSTRUCTIONS

This award is designed to assist Westchester Library Association (WLA) members pursuing Professional Development activities and courses that will contribute to or enhance their performance in a library career. Graduate students of Library and Information Science, who join WLA, may also apply.

Awards:

- WLA Professional Development Awards - Applicants may request up to \$1000 to attend a course, conference, program, workshop, etc. within the library and information science fields.

Examples of Professional Development:

- Attending conferences such as NYLA, PLA, ALA, International Reading Association
- An undergraduate or graduate class that will contribute to or enhance your library career
- Webinars and online courses

Eligibility:

To be eligible an applicant must:

- Be a WLA member in good standing AND not serve on the WLA Board
- Not won this Award/Scholarship in the past three years
- Current Library and Information Science graduate students, library support staff, librarians, and administration are all encouraged to apply.

Terms of Award:

The Recipient Shall:

- Use the award/scholarship money for the approved activity/course between June 1, 2023 and April 30, 2024.
- These award/scholarship funds are to be used for the sole purpose of tuition/registration costs related to the course/conference/program description submitted on the award/scholarship application. The total sum received from WLA and any other source of funding should not exceed the cost of the course or activity.
- Submit your completed reimbursement packet following the guidelines listed below. (see Reimbursement Procedures section below)
- If the recipient is unable to complete the terms of the award, he/she must notify the WLA Professional Development Committee and will forfeit the award.

Announcement of Winners:

WLA Professional Development Award Winners will be announced at the WLA Annual Conference.

Application Process:

Please visit www.westchesterlibraryassociation.org for the award application form.

The application must include:

- An outline/professional description of the course, workshop, conference, or program for which you are seeking the WLA Professional Development Award.
- In an essay of no more than 1,000 words (double-spaced), describe your professional involvement with library service and state the purpose/benefits of your taking the course/workshop, or attending the conference/program. Include significant library experiences and your activities with any professional associations. Discuss how you see yourself as an active member of WLA now and in the future.
- One letter of professional reference.

Selection Process:

- The recipients of the WLA Professional Development Award/Scholarship shall be selected by the WLA Professional Development Awards Committee.
- The WLA Professional Development Awards Committee shall decide if an award is given. The decision will be made by late April and all applicants will be notified soon thereafter. The WLA Award Winners will be announced at the WLA Annual Conference during the general membership meeting.

Deadline for Applications:

- **April 24, 2023** - Application must be received by WLA via email: wlaawards@gmail.com or mail to:

Krishna Brodigan & Deborah Nelson
WLA Professional Development Committee
Westchester Library System
570 Taxter Road, Suite 400
Elmsford, NY 10523

Reimbursement Procedures:

- Award recipients will receive payment of the award monies only upon WLA's receiving the following Reimbursement Packet * :

1. Proof of successful completion of the course/conference/program.
2. Submission of receipts.
3. Summary Report -
 - a. Summary Report - Share what you learned! Prepare a 1,000 word article on the course/workshop/program you attended with WLA Professional Development Award funds. Describe what you learned or found most interesting and how you or others could learn from or even implement relevant topics to their careers, workplaces, etc. This article will have the honor of being published in the WLA Newsletter!

* Please note: WLA will reimburse the scholarship winner directly and cannot reimburse his/her library/employer.

- You can submit your Reimbursement Packet between completion of award activity and April 30, 2024.
- Reimbursement Packet information must be received by WLA no later than April 30, 2024. Reimbursement Packet Info must be received by WLA via email @ wlaawards@gmail.com or mail to:

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