

Indigenous MLIS Student Bursary Administrative Guidelines

July 2021

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I GENERAL OVERVIEW

The Indigenous MLIS Student Bursary Subcommittee (of the Continuing Education Committee) of the SLA Board is responsible for reviewing bursary applications and for recommending to the Board a qualified recipient. The Board will have final approval.

The awarded bursary amount shall not fall below \$5,000.00 per recipient. The bursary may not be awarded in any given year if funds are not available, or there are no qualified applicants. If there is no qualified applicant in a given year and there are two qualified applicants in the subsequent year then a bursary may be awarded to 2 candidates. Each candidate would receive \$5,000.00. Bursary amounts are calculated to reflect Canadian MLIS program tuition amounts. These should be reviewed every five years and bursary amounts may be adjusted accordingly. Tuition costs were last reviewed in 2020 when the Indigenous MLIS Student award was under development. Research indicated that the \$5000.00 award could support a semester of tuition in a number of programs.

Bursary funds shall be awarded to successful recipients in a single annual disbursement, preferably in the fall term.

Conference attendance by the bursary recipient is not mandatory and therefore travel expenses are not covered if the recipient decides to attend the conference. Free registration for the conference (not pre-conferences) should be offered to the bursary recipient, as this provides a good networking opportunity for the bursary recipient and an opportunity for acknowledgement at the Awards ceremony.

II BURSARY SELECTION PROCEDURE

The following procedure will be used by the SLA Office and the Bursary Subcommittee to award the Indigenous MLIS Student Bursary:

1.0 Collection and distribution of applications

1.1 The SLA Office will be responsible for the collection and organization of bursary applications on behalf of the Bursary Subcommittee.

1.2 Only applications received in full by the application deadline will be considered for review.

1.3 All complete applications received by the application deadline will be forwarded by the Executive Director (ED) to all members of the Bursary Subcommittee.

1.4 Suggested schedule:

June Board Meeting – Establish the Indigenous MLIS Student Bursary Subcommittee

June - July - SLA Office issues call for applications

September - Bursary Subcommittee meets to discuss Bursary Guidelines and set meeting schedule

October 31 - application deadline

Early November - applicant names are shared with Bursary Subcommittee, conflicts of interest are declared.

By mid to late November - Bursary Subcommittee meets (in-person or by telephone/web conference) to discuss applications and create a shortlist

Mid-November - Bursary Subcommittee interviews shortlisted candidates if required

Mid-November - Bursary Subcommittee selects recipient from shortlisted candidates

Late November - Bursary Subcommittee recommends recipient to SLA Board

2.0 Review and ranking of applications

2.1 Conflict of Interest

2.1.1 If prior to receiving applications for review, a Bursary Subcommittee member knows they have a prior professional or personal relationship with an applicant, they must declare a conflict of interest and must remove themselves from the selection process.

2.1.2 If after receiving applications for review, a Bursary Subcommittee member discovers they have a prior professional or personal relationship with an applicant, they must declare a conflict of interest and must remove themselves from the selection process.

2.1.3 Bursary Subcommittee members found to be in a conflict of interest during the selection process will be removed from further discussion of applicants as soon as the conflict is discovered or declared.

2.1.4 If a conflict of interest involves a Bursary Subcommittee member who also serves on the SLA Board they must abstain from the approval vote and discussion held by the Board.

2.1.5 Board members considering applying for the bursary will be ineligible for membership on the Bursary Subcommittee and excluded from any other discussion of the bursary in any other committee or Board meetings.

2.1.6 If, due to conflict of interest, fewer than 3 Bursary Subcommittee members are able to participate in the selection process, the Subcommittee chair will ask the board to appoint up to 3 additional members of their choosing for the duration of the selection process.

2.2 Bursary Subcommittee members will evaluate all applicants based on the bursary merit criteria.

2.2.1 The ED will provide all Bursary Subcommittee members with an evaluation form to assist in the review and ranking process. Use of the evaluation form is not mandatory but is strongly recommended.

2.2.2 Bursary Subcommittee members will use their own judgment and expertise in applying the merit criteria to each applicant.

2.3 After reviewing all applications, Bursary Subcommittee members will assign a numeric ranking to each applicant.

2.3.1 Preferred applicant will be assigned a ranking of 1, runner-up a rank of 2 and so on until all applicants have been assigned a rank.

2.4 After assigning a ranking to each applicant, Bursary Subcommittee members will submit all rankings to the ED.

2.5 The ED will pool all applicant rankings received from Bursary Subcommittee members by simple addition.

2.6 The two or three applicants with the lowest pooled rankings will become the bursary finalists and will be considered for further discussion.

2.7 In the event that one applicant receives first place rankings from all Bursary Subcommittee members, a recommendation will be made to the board to approve that candidate as the bursary winner.

3.0 Interview of bursary finalists (if required)

3.1 The ED will arrange a teleconference with each of the bursary finalists so that each can be briefly interviewed by the Bursary Subcommittee using a pre-arranged set of questions.

3.2 After interviewing each applicant the Bursary Subcommittee will meet one final time to discuss the merits of the applicants and award the bursary.

3.3 If the Bursary Subcommittee is unable to reach consensus within two hours the Bursary Subcommittee chair will call for a vote to determine the winner of the bursary.

3.3.1 In the event of a tie the Bursary Subcommittee chair shall cast the deciding vote.

4.0 Approval by the board

4.1 The Bursary Subcommittee chair will submit the name of the recommended applicant along with rationale for the selection to the Board for approval.

4.1.1 In the event that a winner is not selected unanimously, the Bursary Subcommittee chair will submit a report explaining the difference of opinions to the Board.

5.0 Post-approval process

5.01 The Bursary Communications plan is set in motion.

5.02 The SLA Office will notify the selected applicant. .

5.03 The SLA Office arranges to have the selected applicant paid.

III BURSARY SCREENING FORM (private document)

Indigenous MLIS Student Education Bursary Screening Form

Criteria: Applications will be considered on the basis of community/cultural connection, leadership potential, interest in the profession, demonstration of competencies required of today’s professional librarians, and interest/commitment to working in Saskatchewan

Evidence: Resume, Letters of Reference (1 employer and 1 academic), , One page letter from candidate

Instruction: Rank the Candidates in each category with 1 being the best.

Candidate	Achievement (Resume and reference Achievements academic, employment community involvement)	Leadership Potential	Interest in the Profession (Library Experience, Association Involvement)	Competencies Required of Today’s Professional Librarians	Saskatchewan Interest	Overall Rank

IV COMMUNICATIONS PLAN FOR BURSARY ANNOUNCEMENT (private document)

After the Board approves the successful candidate, the communications plan starts.

**** All information about the bursary results should be kept confidential until all the applicants are notified of the results of the competition.**

1. The selected applicant is notified (see sample letter attached).
2. The other applicants are notified that their application was unsuccessful (see sample letter attached).
3. SLA Office makes public announcement to SLA membership (see sample notice attached).
4. Successful applicant is invited to Saskatchewan Libraries Conference in acceptance letter, but is not required to attend.
5. The Chair of the Continuing Education Committee or SLA Representative makes the official award speech at the Conference.

Appendix A: Indigenous MLIS Student Education Bursary Guidelines (public document)

Introduction

The Saskatchewan Library Association (SLA) is pleased to accept applications for the **Indigenous MLIS Student Education Bursary**. This bursary is made possible through donations from SLA members and other supporters as well as conference revenues. The bursary was established to promote the continued growth of professional librarianship and to provide financial support to an Indigenous student pursuing studies in the field.

A resolution was tabled at the SLA Annual General Meeting in 2020 to establish a bursary to support a person of Canadian Indigenous ancestry who is pursuing an ALA accredited Master of Library and Information Science graduate degree program or equivalent.

Value of Award: \$5,000

Criteria

1. Eligibility

The bursary is open to any person of Canadian Indigenous Ancestry (First Nations, Metis, and Inuit). At the time of application, the applicant must be either accepted to or enrolled in a part-time or full-time ALA accredited Master of Library and Information Science graduate degree program or equivalent.

Applicants must not have received this award in the past. Candidates will not receive the Maureen Woods Educational Bursary and this award in the same year.

Preference will be given to Saskatchewan residents or persons with strong Saskatchewan connections.

2. Merit

Applications will be considered on the basis of demonstrated ability to fulfill program requirements (indicated by academic achievement and/or references), leadership potential, interest in the profession, demonstration of competencies required of professional librarians of today, and connection to and interest in Saskatchewan.

Merit will be based on the following:

- a) If applicants choose to send post-secondary academic transcripts they must be sent directly to the SLA office). Note: transcripts are not required however applicants may submit as an indication of their ability to complete the program.
- b) A covering letter;
- c) An up to date resume;

d) A personal statement of no more than 500 words outlining the applicants cultural connections and how their lived cultural experience has contributed to shaping their interest in librarianship (note this information may form part of the covering letter);

e) Legal documentation stating identification as an Indigenous person and/or a letter from a recognized member or leader of your Indigenous community that attests to your identity and specifies your engagement with your community; and

f) A letter of reference from an employer, teacher, or professor who can attest to the applicant's ability and commitment to completing the MLIS program.

g) A short interview with finalists may be required.

Grant Conditions

Bursary funds shall be awarded to successful recipients in a single annual disbursement.

Applications

The Board issues calls for applications and establishes submission deadlines. Submissions are to be made to the SLA Office by mail, email or fax, using the application form provided by the SLA Office and available on the SLA website.

Grant applications are reviewed by a Bursary Subcommittee under the auspices of the SLA Continuing Education Committee.

For more information about the bursary please contact the SLA Office by phone at 306-780-9413 or via email at slaexdir@sasktel.net

Deadline for applications: October 31 (Annually)

Applications should be sent via email, fax or mail to:

Indigenous MLIS Student Bursary

Saskatchewan Library Association

#10-2010 7th Avenue

Regina SK S4R 1C2

Fax: 306.780.3633

Email: slaexdir@sasktel.net

Appendix B:

Information on the Saskatchewan Professional Environment

Saskatchewan has an active community of library and information professionals working in a variety of sectors. The province is home to more than 300 public libraries, hundreds of school libraries, and more than 40 post-secondary and special libraries. Saskatchewan offers many opportunities for library professionals to pursue their professional interests both at work and through participation in association activities. The close-knit professional community provides important support networks and enables many of the province-wide co-operative and multitype library initiatives. Saskatchewan also offers an active continuing education environment for information professionals with local conferences, workshops, and educational opportunities delivered virtually.

For more information about the library community in Saskatchewan please contact any of the following organizations:

Saskatchewan Library Association (SLA) <http://www.saskla.ca>

Saskatchewan Libraries <https://mlb.libguides.com/SKLibraries>

Special Libraries Association, Western Canada Chapter
<http://units.sla.org/chapter/cwcn/>

Saskatchewan School Libraries Association <http://www.ssla.ca/>

Saskatchewan Health Libraries Association <http://www.lib.sk.ca/shla/>

Updated: July 2021

Appendix C: Sample Application Form (public document)

 <p>SLA SASKATCHEWAN LIBRARY ASSOCIATION</p>	 <p>SASK LOTTERIES</p>
<p>Indigenous Student MLIS Education Bursary APPLICATION FORM</p>	

NAME: _____ TELEPHONE: () _____

ADDRESS: _____ CITY: _____

PROVINCE: _____ POSTAL CODE: _____

FAX: () _____ EMAIL: _____

PERMANENT MAILING ADDRESS (IF DIFFERENT): _____

CANADIAN INDIGENOUS ANCESTRY:

- FIRST NATION
- METIS
- INUIT

ACADEMIC INFORMATION (may be included in resume):

NOTE: Transcripts are optional but may be included to demonstrate ability and commitment to completing the program

- ALL POST-SECONDARY TRANSCRIPTS (to be sent directly from educational institution to the SLA office)

EMPLOYMENT EXPERIENCE:

- RESUME
- LETTER OF APPLICATION

LETTER OF REFERENCES WILL BE PROVIDED BY:

(To be sent directly to the SLA office)

- Professional/Employment
NAME: _____

ADDRESS: _____

PHONE/FAX: _____ E-MAIL: _____

Applications should be sent via email, fax or mail to:

Indigenous MLIS Student Bursary
Saskatchewan Library Association
#10-2010 7th Avenue
Regina SK S4R 1C2
Fax: 306.780.3633
Email: slaexdir@sasktel.net