

Maureen Woods Education Bursary Administrative Guidelines

Updated June 2021

I General Overview

II Bursary Selection Procedure

III Bursary Screening Form

IV Communications Plan for Bursary Announcements

Appendix A: Maureen Woods Education Bursary Guidelines

Appendix B: Sample Call for Applications

Appendix C: Sample Application Form

I GENERAL OVERVIEW

The Maureen Woods Education Bursary Subcommittee (of the Continuing Education Committee) of the SLA Board is responsible for reviewing bursary applications and for recommending a qualified recipient to the Board. 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 would receive \$5,000.00 (Bursary amounts 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's tuition in a number of programs. Bursary funds shall be awarded to successful recipients in a single annual disbursement, preferably in the fall term.

The recipient is invited to the annual SLA Conference. 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.

II BURSARY SELECTION PROCEDURE

The following procedure will be used by the SLA Office and the Bursary Subcommittee to award the Maureen Woods Education Bursary:

1.0 Collection and distribution of applications

1.1 The SLA Office is 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 Maureen Woods Education Bursary Sub-committee

May- 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 (as 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, s/he 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 Committee 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/remote meeting 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)

Maureen Woods Education Bursary Screening Form

Criteria: Applications will be considered on the basis of academic achievement, leadership potential, proven 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	Resume Achievements (academic, employment community involvement)	Leadership Potential	Interest in the Profession (Library Experience, Association Involvement)	Competencies Required of Today’s Professional Librarians	Saskatchewan Connection	Overall Rank

IV COMMUNICATIONS PLAN FOR BURSARY ANNOUNCEMENT (private document)

After the Board approves the winning 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 through newsletter and or social media
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 presentation at the Conference.

Appendix A: Maureen Woods Education Bursary Guidelines (public document)

Introduction

The Saskatchewan Library Association (SLA) is pleased to accept applications for the Maureen Woods Education Bursary. The bursary is supported 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 in the province of Saskatchewan.

Value of Award: \$5,000

Criteria

1. Eligibility

Candidates must be accepted or enrolled at the time of the award application in an ALA accredited graduate degree program in a Master of Library and Information Science or equivalent.

Preference will be given to those candidates who are residents of Saskatchewan.

Candidates must be Canadian citizens or permanent residents.

Candidates must not have received the bursary previously.

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) Two letters of reference, one academic and one employment, who can testify to the candidate's academic achievement and professional ability, to be sent directly to the SLA office
- c) Up-to-date Resume
- d) Covering letter
- e) A personal statement of no more than 500 words outlining the applicant's interest in librarianship which may include examples, interest/commitment to Saskatchewan, career goals

and objectives, and community involvement. (Note: this information may form part of the covering letter).

f) A short interview of finalists (if required).

Grant Conditions

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

Applications

The Board issues a call 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.

Candidates are required to complete the Saskatchewan Libraries Bursary Grant Application form.

Grant applications are reviewed by a Bursary Subcommittee under 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:
Maureen Woods Education Bursary
Saskatchewan Library Association
#10-2010 7th Avenue
Regina SK S4R 1C2
Fax: 306.780.3633
Email: slaexdir@sasktel.net

Appendix B: Maureen Woods Education Bursary Call for Applications (public document)

The Saskatchewan Library Association (SLA) is pleased to accept applications for the Maureen Woods Education Bursary. The bursary was established to promote the continued growth of professional librarianship in the province of Saskatchewan. The bursary is administered by the Saskatchewan Library Association and is a single bursary in the amount of \$5,000.00.

Eligibility

This bursary is open to all students enrolled in or accepted in an ALA-accredited graduate degree program at the time of the award (usually November of the award year) in library and information science or equivalent. Applicants must demonstrate their ability to complete the program (either through references or transcripts). Applicants must not have received this award in the past. Preference will be given to Saskatchewan residents and applicants who can demonstrate a strong interest in and commitment to Saskatchewan. Candidates must be Canadian citizens or permanent residents.

Applications

To apply for this bursary please submit a completed Maureen Woods Education Bursary application form along with a letter of application which highlights your interest in professional librarianship, any library or related experience, a letter including your interest in pursuing your professional career, resume, and two letters of reference. The applicant's demonstrated ability to complete the program will be assessed; this may be demonstrated through academic achievements, in the letters of reference or through relevant professional pursuits. For more information about this bursary please contact the SLA office by phone at 306.780.9413 or via email at: slaexdir@sasktel.net

Deadline for applications is: October 31 (Annually)

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

Maureen Woods Education Bursary
Saskatchewan Library Association
#10-2010 7th Avenue
Regina, SK S4R 1C2
Fax: 306.780.3633
Email: slaexdir@sasktel.net

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: June 2021

Appendix C: Application Form (public document)

 <p>SLA SASKATCHEWAN LIBRARY ASSOCIATION</p>	 <p>SASK LOTTERIES</p>
<p>Maureen Woods Education Bursary APPLICATION FORM</p>	

NAME: _____ TELEPHONE: () _____

ADDRESS: _____ CITY: _____

PROVINCE: _____ POSTAL CODE: _____

FAX: () _____ EMAIL: _____

PERMANENT MAILING ADDRESS (IF DIFFERENT): _____

CITIZENSHIP:

- CANADIAN
- PERMANENT RESIDENT
- OTHER (please specify): _____

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

LETTERS OF REFERENCES WILL BE PROVIDED BY:

(To be sent directly to the SLA office)

- Professional/Employment
NAME: _____
ADDRESS: _____
PHONE/FAX: _____ E-MAIL: _____
- Academic
NAME: _____

ADDRESS: _____

PHONE/FAX: _____ E-MAIL: _____

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

Executive Director

Saskatchewan Library Association

#10-2010 7th Avenue

Regina SK S4R 1C2

Fax: 306.780.3633

Email: slaexdir@sasktel.net

