

SCHOLARSHIPS AND STUDY GRANTS
MANUAL
OF THE
AMERICAN LIBRARY ASSOCIATION

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I. COMMITTEE FUNCTION AND CHARGE

A. Function. The American Library Association seeks to promote and advance the library profession through academic scholarships for graduate library education and study grants for continuing education. Scholarships and study grants recognize and support those individuals who have demonstrated academic excellence, leadership, and evidence of commitment to a career in librarianship.

B. ALA Scholarships and Study Grants Committee Charge:

The ALA Scholarships and Study Grants Committee shall make recommendations to the Executive Board and the ALA Council on all policies relating to ALA scholarships, study grants, conference sponsorships or research grants to be made or sponsored by ALA and its units. It shall administer the general scholarships, study grants, conference sponsorships, and research grants presented in the name of the American Library Association, known as "ALA General Scholarships and Study Grants." All ALA General Scholarships and Study Grants shall exist to advance study or knowledge in library science. The Committee shall review periodically the appropriateness of existing ALA General Scholarships and Study Grants; shall recommend modification, elimination, or suspension of existing ALA General Scholarships and Study Grants, as needed; and shall make recommendations with respect to proposed new ALA General Scholarships and Study Grants. The Committee shall appoint juries to select recipients of ALA General Scholarships and Study Grants (i.e., scholarships and study grants not administered by a unit of the Association), with the exception of Spectrum juries, and shall coordinate the work of these juries and committees. The committee will work with other units of the Association to coordinate tracking, statistics, and other information about all scholarships and study grants sponsored by ALA and its units.

The Scholarships and Study Grants Committee shall be responsible for maintaining the ALA Scholarships and Study Grants Manual, which includes information for all scholarships and study grants presented by ALA or any of its units; it shall also provide general guidance regarding the procedural aspects of the Scholarships and Study Grants Program (such as information concerning deadline dates and publicity releases).

Each unit of ALA shall determine, within general ALA policies, new scholarships and study grants relating to its specific area of responsibility, known as "ALA Unit Scholarships and Study Grants." Each unit shall review periodically the appropriateness of its existing scholarships and study grants; and shall, as needed, modify, eliminate, or suspend its existing scholarship and study grant(s) and shall handle all details and expenses with respect to its scholarship and study grant(s).

Each unit will submit its proposals for new scholarships and study grants or changes to

existing ones as prescribed in the ALA Scholarships and Study Grants Manual to the ALA Scholarships and Study Grants Committee at a regular meeting of the committee at least six months prior to the anticipated date of advertisement. The Scholarships and Study Grants Committee will review and provide assistance to the unit on questions of procedure and coordination with other ALA units. All new scholarships and study grants must be reported prior to the implementation date to the Scholarships and Study Grants Committee, Executive Board, and Council.

Each unit is also responsible for submitting complete records as prescribed in the ALA Scholarships and Study Grants Manual concerning its award(s) to the Scholarships and Study Grants Committee in order that the ALA Scholarships and Study Grants Manual may be maintained.

II. POLICY

A. Jurisdiction.

III. SCHOLARSHIPS AND STUDY GRANTS COMMITTEE

A. Committee Membership.

1. Composition and appointment. The committee shall consist of eleven (11) members:
 - 1 member to be appointed by the Spectrum Advisory Committee
 - 1 member to be appointed by the ERT board
 - 2 members to be selected by the Divisions
 - 1 member to be selected by the Round Table Coordinating Committee (excluding ERT)
 - 1 member to be appointed by the Endowment Trustees
 - 1 member from ALA Conference Committee Bash Subcommittee, to be appointed by the Conference Committee
 - 1 member to be appointed by the HRDR Advisory Committee
 - 2 members to be appointed by the ALA President-Elect
 - 1 ALA staff liaison serves in an ex-officio capacity
2. Eligibility. Donors and/or sponsors of ALA Scholarships and Study Grants are not eligible for appointment to the Committee.
3. Term of Office and Vacancies.
 - a. Term. Members are appointed for two-year terms, and reappointment may be made for a second, but not a third, consecutive term.
 - b. Vacancies. Any vacancy occurring on the Committee is filled by appointment by the Executive Board. Such member is expected to serve until the expiration of the conference year in which the vacancy occurs, at which time an appointment shall be made to complete the unexpired term.

B. Duties of the Committee. Members of the Scholarships and Study Grants Committee are responsible for:

1. Coordinating and administering the general ALA Scholarship Program;
2. Monitoring and reporting on the funding available in the various ALA scholarship endowments. The Committee will work with the Endowment Trustees to develop recommendations for shifts or transfer of funds to adequately fund scholarships. These recommendations will be made to the ALA Executive Board for approval.
3. Establishing the fundamental requirements for scholarship and study grants and providing general guidance regarding the procedural aspects of the Program (such as funding prerequisites, information concerning deadline dates, publicity releases, etc.);
4. Reviewing existing ALA scholarships and study grants on an annual basis to ensure that there is sufficient financial support
5. Ensuring conformance with ALA goals and objectives and consistency of application based on reports of jury chairs.
6. Recommending modifications, elimination, or suspension of existing ALA scholarships and study grants.

7. Making recommendations with respect to proposed new scholarships and study grants;
8. Maintaining the ALA Scholarship and Study Grant Manual, which includes information for all scholarships presented by ALA or any of its units; and shall prepare proposals for changes in policy;
9. Ensuring a seamless scholarship and study grant program by working closely with other units, particularly the ALA Development Office, its advisory committee and the Endowment Trustees.

C. Duties of the Chair. It is the duty of the Chair to:

1. Call meetings of the Committee during the Midwinter Meeting and the Annual Conference, and to call any other meetings that may be needed throughout the year.
 - a. Meetings during the Annual Conference are for the purpose of outlining the year's work with both incoming and outgoing members of the Committee and jury chairs, and for transacting other business as necessary.
 - b. Meetings during the Midwinter Meeting are the principal business meetings of the year when, for example, proposals for new scholarships and study grants are considered, reviews of existing scholarships and study grants are presented, and the discontinuance of current scholarships and study grants are recommended.
4. Present recommendations for changes to the policies or to the scholarship and study grant awards to ALA Council. The meeting takes place during the Midwinter Meeting Conference and must be scheduled with the Council in advance.
5. Appoint juries for all scholarships and study grants administered by the Committee as soon as possible. Suggestions are requested from the current jury chairs regarding potential members to serve as chairs and members of the next year's jury. Suggestions for jury appointments may be requested from division presidents and units within ALA, state agencies and associations, Scholarships and Study Grants Committee members, headquarters staff, and the association membership, at large. In most cases, it is appropriate to seek a representation of people from different types of libraries; in some cases, the specifics of the award require designated representation.

D. Meetings of the Committee.

1. The Committee meets during the Midwinter Meeting and the Annual Conference of the Association. Additional meetings may be called by the chair if appropriate.
2. Closed meetings may be held only for the discussion of matters affecting the privacy of individuals or institutions. (See ALA policy 7.4.3.)
3. Minutes of all meetings of the Committee are prepared by the Staff Liaison and filed according to ALA

“virtual” meetings shall be formally adopted at the ALA Midwinter

documentation prior to the Midwinter Meeting. A systematic procedure for evaluating nominations shall be agreed upon prior to selection. If a vote is taken, all jury members, including the chair, are entitled to vote.

C. Criteria for establishing a scholarship or study grant. The following points will be carefully considered before a new ALA scholarship or study grant is established:

1. The intent and purpose of the individual or group making the proposal or donating a sum of money. ALA scholarships and study grants should not serve primarily as advertisements for the donor.
2. The existence of already established scholarships and study grants in the same or similar areas of interest. Overlapping scholarships and study grants are to be avoided.

closely connected with the proposal.

3. Preparing the proposal. See Appendix A for the application award form.

A. Unit Responsibility. Each unit will:

1. Review periodically the relevancy of its existing scholarships and study grants and report on this review to the ALA Scholarships and Study Grants Committee.
2. Modify, eliminate or suspend its existing scholarships and study grants and notify the ALA Scholarships and Study Grants Committee Chair and the Staff Liaison of any such action.
3. Handle all details and expenses with respect to its awards.
4. Submit its proposal for new scholarships and study grants or revisions of existing unit scholarships and study grants to the ALA Scholarships and Study Grants Committee Chair one month prior to a regular meeting of the Committee which is at least six months prior to the date of first presentation.

B. ALA Scholarships and Study Grants Committee will:

1. Review and provide assistance to the unit on questions of procedure and coordination with other units.
2. Report all new scholarships and study grants, prior to implementation date to Council.

Appendix A

Scholarships and Study Grants Award Application Form

1. Name of the Scholarship or Study Grant

State the official name of the scholarship or study grant.

2. Definition, Purpose, and Criteria of the Scholarship or Study Grant

Describe the scholarship or study grant in detail, indi

appropriate meeting, e.g. Awards Reception, at the Annual Conference, etc.

8. Amount, Form and/or Type of Award

Indicate dollar amount and how the award will be transferred (i.e., award check to