# PUBLIC LIBRARY STAFF EDUCATION PROGRAM

## STUDENT APPLICATION INSTRUCTIONS



## Program Goal

The Public Library Staff Education Program is a tuition reimbursement program. The program supports the improvement of library services to California's diverse communities.

The program reimburses California public and county law library staff who:

- are pursuing a master's degree in library and information science and
- show a commitment to serving California's diverse communities

The Public Library Staff Education Program is a partnership of the California State Library and the Southern California Library Cooperative.

## Eligibility

To be eligible to apply, applicants must:

- be currently employed in a California public library or county law library and
- be currently enrolled in an ALA-accredited library school for a master's degree in library and information science.

## Timeline

- Thursday, October 31, 2024, at 12 p.m. (noon): Applications are due.

- December 2024: All applicants will be notified about the status of their application, whether funded, not funded, or placed on a waiting list.
- July 31, 2025: All requests for tuition reimbursement and a student final narrative report must be submitted to the Southern California Library Cooperative contact. Students should submit receipts and proof of successful class completion at the end of Summer 2024, Fall 2024 and Winter / Spring 2025.

## Student Responsibilities

To be reimbursed for tuition, students must submit the following documents to the Southern California Library Cooperative program contact:

- Receipt for payment of class(es)
- Official document indicating grade(s) (must be B- or higher)
- With final reimbursement request, completion of a final narrative report.

Students should notify the Southern California Library Cooperative as soon as possible if any planned courses will not be completed or if funds are no longer requested, so that students on the wait list may use the funds.

## Instructions for Completing the Application

Apply for the Public Library Staff Education Program tuition reimbursement program at
**https://www.surveymonkey.com/r/RRYS6KT**

Accessibility accommodation: For accommodation in accessing and/or filling out any part of the application, contact Wayne Walker [wwalker@socallibraries.org](mailto:wwalker@socallibraries.org) no later than October 25, 2024.

Students should save a copy of their application before submitting. When applications are successfully submitted, a thank you message will appear.

Applications must be complete.

1. Contact Information
2. Select the library jurisdiction where you currently work from the drop-down menu.  If you work at more than one library, enter name of the library jurisdiction where you work the most hours per month.
3. Select the number of years you have received PLSEP funding. Maximum allowable is five years.
4. How long have you worked in public libraries? Enter a number for the number of years worked. Examples: "2.5" for two and a half years or "1.0" for one year.
5. Enter the name of your library school.  You must be currently enrolled in an American Library Association accredited library school to apply.

6. Attach proof of enrollment. ***Include your first and last name in file names of attached documents!*** **Acceptable documents include any one of the following:**
    - Scanned copy of your student identification card indicating current enrollment
    - A copy of a transcript or course registration document
    - A scanned copy of a letter or email from school administration with contact information indicating enrollment
    - A receipt for payment for classes taken July 2024-June 2025
    - Official documentation of financial aid for July 2024-June 2025
7. How many classes toward your master's in library science degree have you completed before July 2024?
8. How many classes left do you need to complete to graduate, as of July 2024?
9. What year do you plan to graduate? Select from dropdown menu. Estimated date is acceptable.
10. What semester or quarter do you plan to graduate? Select from dropdown menu. Estimated date is acceptable.
11. How many classes will you take during Summer 2024-Spring 2025?
12. List the course number, course name, number of units for each course, and the cost of the course that you will take during the July 2024-June 2025 period. Only list courses for Summer 2024, Fall 2024, Winter 2025, and Spring 2025.
13. What is the cost of one class at your school? Enter a whole number without any symbols. For example, enter 1500, not $1,500. If your school charges a flat rate for a term, enter the flat rate.
14. Enter the total amount of tuition reimbursement funds you are requesting. The maximum total that can be requested is $5,000. Enter a whole number without any symbols. For example, 5000, not $5,000. **Note:** Our goal is to support as many students as possible in a fiscal year; therefore, the number of applicants funded and individual funding amounts may vary from year to year. Receiving PLSEP funds in one year is not a guarantee that you will be granted funds in future years (though you are always welcome to apply!). Students who receive funding for multiple years may also receive different amounts in each year. We are able to support a limited number of applicants each year and ask that you commit to taking the number of classes for which you request reimbursement. If your plans change, notify us as soon as possible so that we may provide support for additional applicants.
15. If we are unable to provide the full amount you request for reimbursement, would a smaller amount be useful? For example, if you request $4,180 for four classes, and we are only able to provide $2,000 for approximately two classes, will you be able to take two classes?
16. Please attach 1 document that contains responses to *each* of the essay questions below:

a. **Question A**: Tell us about a time your work promoted equity, diversity, and inclusion for the communities you serve. You may include library or other applicable work*. (Word Limit: 250)
b. **Question B**.) Tell us how you are applying, or plan to apply, the skills and knowledge from your library school courses to serve your community, with a focus on diversity, equity, and inclusion.  In the essay, be specific and give details.  (Word Limit: 250)
17. After completing the application, type your name to sign the application and certify that you are employed at a California public or county law library or cooperative library system.

We are unable to provide feedback on individual application results due to the volume of applications we receive and the small number of staff and volunteers who contribute to administering PLSEP.

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