

PUBLIC LIBRARY STAFF EDUCATION PROGRAM
STUDENT APPLICATION INSTRUCTIONS



Program Goal

The Public Library Staff Education Program is a tuition reimbursement program developed by the California State Library in partnership with the Southern California Library Cooperative to improve library services to California's diverse communities. To support the professional development of California public libraries, the California State Library provides California public library staff with tuition reimbursement for courses required for a master's degree in library and information science.

Eligibility

To be eligible to apply, applicants must meet all requirements below:

- Applicants must be currently employed in a California public library or county law library.
- Applicants must be currently enrolled in an [ALA-accredited library school](#) for a master's degree in library and information science.

Timeline

Tuesday, October 31, 2023 12 p.m. (noon): Student applications are due.

November-December 2023: All applicants will be notified about the status of their requests, whether funded, not funded, or placed on a waiting list.

July 31, 2023: As classes are completed after the Summer 2023, Fall 2023, Winter/Spring 2024 academic terms, students submit receipts and proof of successful completion of class for reimbursement. All requests for tuition reimbursement and a student final narrative report must be submitted to the Cooperative Library System contact person by this date.

Student Responsibilities

For students selected for tuition reimbursement, below are responsibilities for the Public Library Staff Education Program. To be reimbursed for class tuition, students must submit the following documents to the cooperative library system administering their funding:

- 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 communicate closely with the library system holding their tuition reimbursement funds. If, at any time, student realizes that completion of planned courses will not be possible, and funds will not be requested, it is important to notify cooperative library system staff members so that another student can be notified on the wait list.

Instructions for Completing the Application

Students can apply to participate in the Public Library Staff Education Program (to be selected to receive tuition reimbursement) at <https://www.surveymonkey.com/r/BWGWW56>

Accessibility accommodation: If you need accommodation in accessing and/or filling out any part of the application, please contact wwalker@socallibraries.org no later than October 24, 2023.

It is good practice to keep a copy of your answers in the event there is a technical glitch, and your submission fails. When you complete the survey and you hit submit, you should see a message thanking you for submitting.

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 number of years you have received PLSEP funding. Maximum allowable years is five.
4. How long have you worked in public libraries? Enter a number for the number of years worked. Examples: "2.5" or "1.0"

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 2023-June 2024
 - Official documentation of financial aid for July 2023-June 2024
7. How many classes have you completed toward your Master's in library science degree before July 2023?
8. How many classes left do you need to complete to graduate, as of July 2023?
9. What year do plan to graduate? Select from dropdown box. Estimated date is acceptable.
10. What semester or quarter do you plan to graduate? Select from dropdown box. Estimated date is acceptable.
11. How many classes will you take during Summer 2023-Spring 2024?
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 2023-June 2024 period. Only list courses for Summer 2023, Fall 2023, Winter 2024, and Spring 2024.
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 total amount of tuition reimbursement funds you are requesting. Enter 1500, not \$1,500. The maximum total that can be requested is \$7500. Note: Because we are able to support a limited number of applicants each year, we ask that you commit to taking the number of classes you submit and apply for reimbursement. We are aware that plans sometimes change, and should this occur, please 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. Write and attach an essay demonstrating your skills, abilities, experience in outreach to underserved populations and commitment to equity, diversity, and inclusion. Suggested essay length: 250-500 words in at least size 12 font. In the essay applicants should demonstrate outreach skills and/or abilities in engaging underserved groups and

demonstrate a commitment to, and/or have ideas or plans for, engaging more underserved populations in the future. In the essay, be specific, give details, and address the following areas. The prompts below are not intended to include all possible response areas, but give an idea of topics that will help you structure your essay:

- **Work history** Describe any work history, such as what positions you have held, that demonstrates the work you have done to reach and engage underserved groups. The work history does not need to be specific to work in the library only and can encompass other work history or volunteer work that might demonstrate your ability to reach and engage underserved groups. Explain how this work supported your organization's equity, diversity, and inclusion goals (if any), such as uplifted its mission/vision, or your individual equity, diversity, and inclusion goals.
- **Skills and abilities** Describe the skills, abilities, and interests you have that could be used or were used to reach and engage underserved groups. Explain how your skills and talents support equity, diversity, and inclusion when reaching and engaging with underserved populations.
- **Discuss your commitment to equity, diversity, and inclusion** Describe any community or volunteer activities that demonstrate your interest and commitment to equity, diversity, and inclusion. How have these activities supported your growth on your journey to provide more equitable, diverse, and inclusive services? How has your work promoted equity, diversity, and inclusion for the communities you serve?

17. After completing your application, type in your name to sign the application and certify that you are employed at a California public or county law library or cooperative library system.

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