CALIFORNIA STATE LIBRARY

PUBLIC LIBRARY STAFF EDUCATION PROGRAM (PLSEP)
NEW STUDENT APPLICATION

FY 2013/14

INSTRUCTION GUIDE

Deadline: Submit Application to the Cooperative Library System by Wednesday, July 24, 2013

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Funding Comments

Given the difficult budget situation this year, we are unable to make firm commitments for LSTA funded projects at this time. We would like you to proceed ahead with the paperwork so we can proceed as soon as the State budget is passed. Thank you for your patience.

Program Goal

The goal of this program is to support the development of professional librarians by providing library staff with tuition reimbursement for their library school studies.

How the Program Works

Employees of public and county law libraries can apply for tuition reimbursement for their graduate coursework toward an MLIS degree at an ALA-accredited library school. The program is competitive so not every applicant is selected to receive funding.

To apply, eligible individuals need to complete the *New Student Application* and submit it to their local Cooperative Library System.

All applicants will be notified if they were selected, or not selected, to receive reimbursement funding by the Cooperative Library System.

If selected to receiving reimbursement funding, the applicant must pay for the courses, complete the course, then provide proof of the fee paid, and a copy of the grade received in the course to the Cooperative Library System which will issue the reimbursement to the student.

What the Program Pays For

Individuals can receive reimbursement for library school course fees not to exceed $5,000 per grant year after they have successfully completed at least one full year of employment at their library. No individual shall receive reimbursement for more than five grant years under this program.

Only courses where the individual received a grade of B- or better are eligible for reimbursement.

Students who are receiving course reimbursement from an IMLS Laura Bush 21st Century Librarian grant can only receive PLSEP reimbursement for those courses not previously reimbursed from the Laura Bush grant.

What the Program Does Not Pay For

Books, student union and association fees, health fees, transcript fees, and parking are not reimbursed under this program.

Time Table

July 24, 2013	Deadline for receipt of library staff applications at the Cooperative Library System headquarters
August 9, 2013	Anticipated Notification of Award or Non-Award to the Cooperative Library Systems
August 9, 2013	Anticipated beginning of grant year
June 30, 2014	End of grant award year. All requests for tuition reimbursement must be submitted to the Cooperative Library System contact person prior to this date.

Responsibilities of Students Selected to Receive Reimbursement

- Provide receipts and proof of grade received in courses to the Cooperative Library System contact person in a timely manner.
- Track the amount of reimbursements requested during the grant year in relation to your total grant award.
- Complete and provide your Student Final Program Narrative Report to the Cooperative Library System contact person no later than July 30, 2014.

Instructions for Completing the Application

Please be sure to follow all the instructions or else your application will be disqualified.

Item	Notes
1.	Fill in the name of the library where you are employed, not the branch name. For example, fill in the Sacramento Public Library, not the Natomas Branch.
2.	Fill in your full legal name, phone number, email address, and employment date.
3.	Fill in your library's local Cooperative Library System. See page 4 for a list of libraries and Cooperative Library Systems.
4.	List the library school through which you will be studying for your MLIS degree.
5.	Enter the reimbursement amount you are requesting.
6.	List the library courses for which you will be seeking reimbursement. The information you provide on the number of courses and units to be completed must be as accurate and realistic as possible.
7.	Based upon the number of courses you plan to take per academic session, please list the estimated semester/quarter and year you hope to graduate from library school.
8.	Tell us in an essay your interest and commitment to public library work. . Be sure to tell us why public library work is important to you and why you are interested in going to library school. As you prepare your essay, remember, because of your review process, your name cannot appear anywhere in the essay or on the page. (Limit to one page using 12 point font).
9.	Request and attach 2-3 recommendation letters to your application. Recommendation letters will only be accepted from the following individuals: • Former or current supervisor or employer. • Former instructor from whom you have taken a course in the past 5 years. • Volunteer or professional organization/association leader or officer with whom you have worked. The recommendation letters must include the following information: • How long and in what connection has the individual known the applicant? • Why does the individual feel the applicant would be an asset to public library service? Each letter should specifically address the applicant's communication/interpersonal skills, creativity, initiative, leadership and judgment abilities, and include the date and full contact

	information for the writer. Please attach your recommendation letters directly after your essay.
10.	List education and courses completed, community/volunteer experience, and special skills or abilities in the space provided.
11.	List training sessions, workshops, or courses attended in the last five years along with titles, sponsors and date/year of attendance in the space provided.
12.	Review and sign your application.
13.	Have your library director or their designee sign your application verifying employment.

Submission Instructions

Provide original and five copies of your application to the designated contact person at the Cooperative Library System no later than Wednesday, July 24, 2013 for submission to the State Library.

Incomplete applications, or student applications submitted directly to the State Library will be disqualified.

COOPERATIVE LIBRARY SYSTEMS

Please check this list to see which Cooperative System your library belongs to. If your library is listed as a non-affiliated library, or if you work in a county law library, please contact the nearest Cooperative Library in your region. Contact information appears on page 8.

Alameda County Library Pacific Library Partnership	**Alameda Free Library** Pacific Library Partnership
Alhambra Civic Center Library Southern California Library Cooperative	**Alpine County Library/Archives** NorthNet Library System
Altadena Library District Southern California Library Cooperative	**Amador County Library** 49-99 Cooperative Library System
Anaheim Public Library Southern California Library Cooperative	**Arcadia Public Library** Southern California Library Cooperative
Azusa City Library Southern California Library Cooperative	**Banning Library District** Inland Library System
Beaumont Library District Inland Library System	**Belvedere-Tiburon Library** NorthNet Library System
Benicia Public Library NorthNet Library System	**Berkeley Public Library** Pacific Library Partnership
Beverly Hills Public Library Southern California Library Cooperative	**Brawley Public Library** Serra Cooperative Library System
Buena Park Library District Southern California Library Cooperative	**Burbank Public Library** Southern California Library Cooperative
Burlingame Public Library Pacific Library Partnership	**Butte County Library** NorthNet Library System
Calabasas City Library Southern California Library Cooperative	**Calaveras County Library** 49-99 Cooperative Library System
(Calexico) Camarena Memorial Library Serra Cooperative Library System	**Camarillo Public Library** Southern California Library Cooperative
Carlsbad City Library Serra Cooperative Library System	**(Carmel) Harrison Memorial Library** Pacific Library Partnership
Cerritos Public Library Non-Affiliated	**Chula Vista Public Library** Serra Cooperative Library System
Coalinga-Huron Unified School District San Joaquin Valley Library System	**Colton Public Library** Inland Library System
Colusa County Free Library NorthNet Library System	**City of Commerce Public Library** Southern California Library Cooperative
Contra Costa County Library Pacific Library Partnership	**Corona Public Library** Inland Library System
Coronado Public Library Serra Cooperative Library System	**Covina Public Library** Southern California Library Cooperative
Daly City Public Library Pacific Library Partnership	**Del Norte County Library District** NorthNet Library System
Dixon Public Library District NorthNet Library System	**Downey City Library** Southern California Library Cooperative
El Centro Public Library Serra Cooperative Library System	**El Dorado County Library** NorthNet Library System
El Segundo Public Library Southern California Library Cooperative	**Escondido Public Library** Serra Cooperative Library System

Folsom Public Library NorthNet Library System	**Fresno County Public Library** San Joaquin Valley Library System
Fullerton Public Library Southern California Library Cooperative	**Glendale Public Library** Southern California Library Cooperative
Glendora Library & Cultural Center Southern California Library Cooperative	**Hayward Public Library** Pacific Library Partnership
Hemet Public Library Inland Library System	**Humboldt County Library** NorthNet Library System
Huntington Beach Library Non-Affiliated	**Imperial County Library** Serra Cooperative Library System
Imperial Public Library Serra Cooperative Library System	**Inglewood Public Library** Southern California Library Cooperative
Inyo County Free Library Inland Library System	**Irwindale Public Library** Southern California Library Cooperative
Kern County Library San Joaquin Valley Library System	**Kings County Library** San Joaquin Valley Library System
Lake County Library NorthNet Library System	**Larkspur Public Library** NorthNet Library System
Lassen Library District NorthNet Library System	**Lincoln Public Library** NorthNet Library System
Livermore Public Library Pacific Library Partnership	**Lodi Public Library** 49-99 Cooperative Library System
Lompoc Public Library Black Gold Cooperative Library System	**Long Beach Public Library** Southern California Library Cooperative
Los Angeles Public Library Southern California Library Cooperative	**(County of) Los Angeles Public Library** Southern California Library Cooperative
Los Gatos Public Library Pacific Library Partnership	**Madera County Library** San Joaquin Valley Library System
Marin County Free Library NorthNet Library System	**Mariposa County Library** San Joaquin Valley Library System
Mendocino County Library NorthNet Library System	**Menlo Park Public Library** Pacific Library Partnership
Merced County Library San Joaquin Valley Library System	**Mill Valley Public Library** NorthNet Library System
Mission Viejo Library Southern California Library Cooperative	**Modoc County Library** NorthNet Library System
Mono County Free Library NorthNet Library System	**Monrovia Public Library** Southern California Library Cooperative
Monterey Public Library Pacific Library Partnership	**Monterey County Free Libraries** Pacific Library Partnership
Monterey Park Bruggemeyer Library Southern California Library Cooperative	**Moorpark City Library** Southern California Library Cooperative
Moreno Valley Public Library Inland Library System	**Mountain View Public Library** Pacific Library Partnership
Murrieta Public Library Inland Library System	**Napa City-County Library** NorthNet Library System
National City Public Library Serra Cooperative Library System	**Nevada County Library** NorthNet Library System
Newport Beach Public Library Southern California Library Cooperative	**Oakland Public Library** Pacific Library Partnership

Oceanside Public Library Serra Cooperative Library System	**Ontario City Library** Inland Library System
Orange Public Library Southern California Library Cooperative	**Orange County Public Libraries** Southern California Library Cooperative.
Orland Free Library NorthNet Library System	**Oxnard Public Library** Southern California Library Cooperative
Pacific Grove Public Library Pacific Library Partnership	**Palm Springs Public Library** Inland Library System
Palmdale City Library Southern California Library Cooperative	**Palo Alto City Library** Pacific Library Partnership
Palo Verde Valley Library District Inland Library System	**Palos Verdes Library District** Southern California Library Cooperative
Pasadena Public Library Southern California Library Cooperative	**Paso Robles Public Library** Black Gold Cooperative Library System
Placentia Library District Southern California Library Cooperative	**Placer County Library** NorthNet Library System
Pleasanton Public Library Pacific Library Partnership	**Plumas County Library** NorthNet Library System
Pomona Public Library Southern California Library Cooperative	**Porterville Public Library** San Joaquin Valley Library System
Rancho Cucamonga Public Library Inland Library System	**Rancho Mirage Public Library** Inland Library System
(Redlands) A. K. Smiley Public Library Non-Affiliated	**Redondo Beach Public Library** Southern California Library Cooperative
Redwood City Public Library Pacific Library Partnership	**Richmond Public Library** Pacific Library Partnership
Riverside Public Library Inland Library System	**Riverside County Library System** Inland Library System
Roseville Public Library NorthNet Library System	**Sacramento Public Library** NorthNet Library System
Salinas Public Library Pacific Library Partnership	**San Anselmo Public Library** NorthNet Library System
San Benito County Free Library Pacific Library Partnership	**San Bernardino Public Library** Inland Library System
San Bernardino County Library Inland Library System	**San Bruno Public Library** Pacific Library Partnership
San Diego Public Library Serra Cooperative Library System	**San Diego County Library** Serra Cooperative Library System
San Francisco Public Library Pacific Library Partnership	**San José Public Library** Pacific Library Partnership
San Juan Bautista City Library Pacific Library Partnership	**San Leandro Public Library** Non-Affiliated
San Luis Obispo City-County Library Black Gold Cooperative Library System	**(San Marino) Crowell Public Library** Southern California Library Cooperative
San Mateo Public Library Pacific Library Partnership	**San Mateo County Library** Pacific Library Partnership
San Rafael Public Library NorthNet Library System	**Santa Ana Public Library** Non-Affiliated
Santa Barbara Public Library Black Gold Cooperative Library System	**Santa Clara City Library** Pacific Library Partnership

Santa Clara County Library Pacific Library Partnership	**Santa Cruz Public Libraries** Pacific Library Partnership
Santa Fe Springs City Library Southern California Library Cooperative	**Santa Maria Public Library** Black Gold Cooperative Library System
Santa Monica Public Library Southern California Library Cooperative	**(Blanchard) Santa Paula Public Library** Black Gold Cooperative Library System
Sausalito Public Library NorthNet Library System	**Shasta Public Libraries** NorthNet Library System
Sierra Madre Public Library Southern California Library Cooperative	**Signal Hill Public Library** Southern California Library Cooperative
Siskiyou County Free Library NorthNet Library System	**Solano County Library** NorthNet Library System
Sonoma County Library NorthNet Library System	**South Pasadena Public Library** Southern California Library Cooperative
South San Francisco Public Library Pacific Library Partnership	**St. Helena Public Library** NorthNet Library System
Stanislaus County Free Library 49-99 Cooperative Library System	**Stockton-San Joaquin Co. Public Library** 49-99 Cooperative Library System
Sunnyvale Public Library Pacific Library Partnership	**Sutter County Library** NorthNet Library System
Tehama County Library NorthNet Library System	**Thousand Oaks Library** Southern California Library Cooperative
Torrance Public Library Southern California Library Cooperative	**Trinity County Free Library** NorthNet Library System
Tulare Public Library San Joaquin Valley Library System	**Tulare County Free Library** San Joaquin Valley Library System
Tuolumne County Library 49-99 Cooperative Library System	**Upland Public Library** Inland Library System
Ventura County Library Southern California Library Cooperative	**Vernon Public Library** Non-Affiliated
Victorville City Library Inland Library System	**Watsonville Public Library** Pacific Library Partnership
Whittier Public Library Southern California Library Cooperative	**Willows Public Library** NorthNet Library System
Woodland Public Library NorthNet Library System	**Yolo County Library** NorthNet Library System
Yorba Linda Public Library Southern California Library Cooperative	**Yuba County Library** NorthNet Library System

CONTACT INFORMATION
COOPERATIVE LIBRARY SYSTEMS

Black Gold Cooperative Library System (BLACK GOLD) Maureen Theobald, Executive Director 3437 Empresa Drive, Suite C San Luis Obispo CA 93401-7355 Phone: (805) 543-1093 Fax: (805) 543-9487 mtheobald@blackgold.org	**49-99 Cooperative Library System (49-99)** Rosario Garza, Administrator 248 E. Foothill Blvd., Suite 101 Monrovia, CA 91016-5522 Phone: (626) 359-6111 Fax: (626) 359-0001 rgarza@socallibraries.org
Inland Library System (INLAND) Vera Skop, Administrator 820 E. Street San Diego, CA 92101-6478 Phone: (619) 232-1225 Fax: (619) 387-5736 vskop@inlandlib.org	**NorthNet Library System (NLS)** Linda Crowe, Chief Executive Officer 2471 Flores Street San Mateo, CA 94403-2273 Phone: (650) 349-5538 ext.3040 Fax: (650) 349-5089 crowe@plsinfo.org
Pacific Library Partnership (PLP) Linda Crowe, Chief Executive Officer 2471 Flores Street San Mateo, CA 94403-2273 Phone: (650) 349-5538 ext.3040 Fax: (650) 349-5089 crowe@plsinfo.org	**San Joaquin Valley Library System (SJVLS)** Jeffrey Crosby, Administrative Librarian 2420 Mariposa Street Fresno, CA 93721-2285 Phone: (559) 488-2762 Fax: (559) 488-2965 jeffrey.crosby@sjvls.org
Serra Cooperative Library System (SERRA) Rosario Garza, Executive Director 248 E. Foothill Blvd., Suite 101 Monrovia, CA 91016-5522 Phone: (626) 359-6111 Fax: 626) 359-0001 rgarza@socallibraries.org	**Southern California Library Cooperative (SCLC)** Rosario Garza, Executive Director 248 E. Foothill Blvd., Suite 101 Monrovia, CA 91016-5522 Phone: (626) 359-6111 Fax: 626) 359-0001 rgarza@socallibraries.org