

CALIFORNIA STATE LIBRARY
PUBLIC LIBRARY STAFF EDUCATION PROGRAM (PLSEP)
NEW STUDENT APPLICATION

Fiscal Year 2016-2017

INSTRUCTION GUIDE

**Deadline: Submit Application to the Cooperative Library System
by Monday, Wednesday, May 18, 2016.**

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Program Goal

The goal of this program is to support the development of professional librarians by providing current library staff with tuition reimbursement for courses required for an MLIS degree.

How the Program Works

Employees of public and county law libraries are eligible to apply for tuition reimbursement for their graduate coursework toward an MLIS degree at an ALA-accredited library school. The program is highly competitive so not every applicant will be selected to receive funding. Only MLIS degree-related courses where the individual receives a grade of B- or better are eligible for reimbursement.

To apply, eligible individuals need to show proof of acceptance into an ALA-accredited library school, then complete the New Student Application and submit it to their local Cooperative Library System.

All applicants will be notified if they are selected receive reimbursement funding from the Cooperative Library System. Those not selected will also receive appropriate notification.

If selected to receiving reimbursement funding, the applicant must first pay for the courses, then complete the course(s) with a grade of B- or better. Once the course has been completed, the applicant will then provide proof of the tuition fee paid and a copy of the grade received in the course to the Cooperative Library System. The System will then issue the reimbursement directly to the student. Students will receive reimbursement only for the semesters completed; there are no advance payments.

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.

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

May 18, 2016	Deadline for receipt of library staff applications at the Cooperative Library System headquarters
June 27, 2016	Anticipated Notification of Award or Non-Award to the Cooperative Library Systems
July 1, 2016	Anticipated beginning of grant year
July 31, 2017	All requests for tuition reimbursement must be submitted to the Cooperative Library System contact person prior to this date.

Student Responsibilities

- Provide proof of acceptance or enrollment in an ALA-accredited library school
- 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, not to exceed the maximum allowable for each year of the total grant award.
- Complete and provide your Student Final Program Narrative Report to the Cooperative Library System contact person no later than **July 31, 2017**.

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 5 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 as possible. List only Summer 2016, Fall 2016, Winter 2017 and/or Spring 2017.
7.	Based upon the number of courses you plan to take per academic session, please list the estimated semester/quarter and year you expect to graduate from library school.
8.	Request and attach one recommendation letter and proof of acceptance into ALA-accredited library school to your application. The recommendation letter should specifically address the applicant's communication/interpersonal skills, creativity, initiative, leadership and judgment abilities, and include signature, the date and full contact information for the writer. Recommendation letters will only be accepted from the following individuals: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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?
9.	List education and courses completed, work related experience, and community/volunteer experience.
10.	List any unique skill or experience you have that will add value to the library profession. These can include bilingual or multilingual language skills, children's and/or young adult services and any knowledge of library technology.

11.	List training sessions, workshops, or courses attended in the last five years along with titles, sponsors and date/year of attendance.
12.	Review and sign your application.
13.	Have your library director or their designee sign your application verifying employment.

Submission Instructions

Provide original plus five (5) copies of your application to the designated contact person at the Cooperative Library System no later than **Wednesday, May 18, 2016** 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 9.

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 Santiago Library System	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 Santiago Library System	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 Santiago Library System	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 County Public Library Southern California Library Cooperative	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 Santiago Library System	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 Santiago Library System	Oakland Public Library Pacific Library Partnership
Oceanside Public Library Serra Cooperative Library System	Ontario City Library Inland Library System
Orange Public Library Santiago Library System	Orange County Public Libraries Santiago Library System

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 Santiago Library System	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 Clarita Public Library Southern California Library Cooperative
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 Non-Affiliated

(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 Santiago Library System
Yuba County Library NorthNet Library System	

**CONTACT INFORMATION
COOPERATIVE LIBRARY SYSTEMS**

<p><u>Black Gold Cooperative Library System (BLACK GOLD)</u> Maureen Theobald, Executive Director 391 Front Street, Suite F Grover Beach, CA 93433-3433 Phone: (805) 543-6082 Fax: (805) 543-9487 mtheobald@blackgold.org</p>	<p><u>49-99 Cooperative Library System (49-99)</u> Diane Satchwell, Executive Director 248 E. Foothill Blvd., Suite 101 Monrovia, CA 91016-5522 Phone: (626) 359-6111 Fax: (626) 359-0001 dsatchwell@socallibraries.org</p>
<p><u>Inland Library System (INLAND)</u> Vera Skop, Administrator 555 W. Sixth Street San Bernardino, CA 92410-3094 Phone: (909) 453-9563 Fax: (909) 888-3171 ils@inlandlib.org</p>	<p><u>NorthNet Library System (NLS)</u> Susan Hildreth, Executive Director 2471 Flores Street San Mateo, CA 94403-2273 Phone: (650) 349-5538 ext.3040 Fax: (650) 349-5089 hildreth@plsinfo.org</p>
<p><u>Pacific Library Partnership (PLP)</u> Susan Hildreth, Executive Director 2471 Flores Street San Mateo, CA 94403-2273 Phone: (650) 349-5538 ext.3040 Fax: (650) 349-5089 hildreth@plsinfo.org</p>	<p><u>San Joaquin Valley Library System (SJVLS)</u> Kelley Landano, Interim System Coordinator 2420 Mariposa Street Fresno, CA 93721-2285 Phone: (559) 600-6237 Fax: (559) 488-2965 kelley.landano@fresnolibrary.org</p>
<p><u>Santiago Library System (SLS)</u> Vera Skop, Administrator 555 W. Sixth Street San Bernardino, CA 92410-3094 Phone: (909) 453-9563 Fax: (909) 888-3171 ils@inlandlib.org</p>	<p><u>Serra Cooperative Library System (SERRA)</u> Diane Satchwell, Executive Director 248 E. Foothill Blvd., Suite 101 Monrovia, CA 91016-5522 Phone: (626) 359-6111 Fax: 626) 359-0001 dsatchwell@socallibraries.org</p>
<p><u>Southern California Library Cooperative (SCLC)</u> Diane Satchwell, Executive Director 248 E. Foothill Blvd., Suite 101 Monrovia, CA 91016-5522 Phone: (626) 359-6111 Fax: 626) 359-0001 dsatchwell@socallibraries.org</p>	