CALIFORNIA STATE LIBRARY
PUBLIC LIBRARY STAFF EDUCATION PROGRAM (PLSEP)
STUDENT APPLICATION
Fiscal Year 2019/2020

INSTRUCTION GUIDE

Deadline: Submit Application by Tuesday, July 9, 2019.

For questions, contact Monica Rivas at monica.rivas@library.ca.gov
Program Goal

The goal of this program is to support the professional development of current California public library staff, county law library staff, and California cooperative library system staff with tuition reimbursement for courses required for a Master in Library and Information Science degree.

How the Program Works

Employees of public libraries, county law libraries and California cooperative library systems are eligible to apply for tuition reimbursement, for their graduate coursework toward the 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 student receives a grade of B- or better are eligible for reimbursement.

To apply, eligible individuals need to complete the Student Application and submit it by the due date (Tuesday, July 9, 2019).

All applicants will be notified by August 1, 2019 if their application has been approved.

Approved applicants must pay for the course tuition, complete the course(s) with a grade of B- or better, and then provide proof of payment and a copy of their grades to get reimbursement. Reimbursement will be through the cooperative system to which your library belongs. Students will be reimbursed directly. There are no advance payments.

To be eligible to apply, applicants need to meet the following conditions:

1. Be employed at a California public library, county law library, or California cooperative library system for at least one year prior to the application deadline. Library volunteers are not eligible.
2. Show proof of acceptance or enrollment into an ALA-accredited school for a master’s program in library science. This proof of acceptance should be an official notice from the school, such as a recently issued acceptance or course enrollment notice.

To apply, complete and submit the Student Application online. See the PLSEP website for the link to the application.

What the Program Pays For

Individuals can receive reimbursement for library school tuition, not to exceed $6,000, for courses taken during Summer 2019, Fall 2019, Winter 2019, and Spring 2020.

Students cannot receive PLSEP reimbursement for completed course fees if they have received or will receive reimbursement for the same course(s) from another organization.
What the Program Does Not Pay For

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

Time Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>July 9, 2019</td>
<td>Deadline for receipt of library staff applications</td>
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<tr>
<td>August 1, 2019</td>
<td>Anticipated Notification of Award or Non-Award</td>
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<tr>
<td>July 31, 2020</td>
<td>All 2019/20 classes must be completed</td>
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<tr>
<td>June 30, 2020</td>
<td>All requests for tuition reimbursement must be submitted to your cooperative system contact person prior to this date.</td>
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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 assigned fiscal 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 assigned contact person for your cooperative system by no later than July 31, 2020.

Instructions for Completing the Application Please be sure to follow all the instructions.

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
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<tbody>
<tr>
<td>1.</td>
<td>Fill in your full legal name, phone number, and email address.</td>
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<td>2.</td>
<td>Select past recipient or new applicant.</td>
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<td>3.</td>
<td>Fill in the library name and address where you are employed (not the branch name). For example, fill in the Sacramento Public Library, not the Natomas Branch.</td>
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<td>4.</td>
<td>Enter the date employment at this library began. Also list any other library jurisdictions with which you have been employed in the past year and your employment dates there.</td>
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<td>5.</td>
<td>List the library school through which you will be studying for your MLIS degree.</td>
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<td>6.</td>
<td>Enter the total reimbursement amount you are requesting.</td>
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<td>7.</td>
<td>Using the form provided on the State Library website, 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 2019, Fall 2019, Winter 2019 and Spring 2020.</td>
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</table>
8. 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.

9. How will you make sure you stay on course to finish within your expected time frame? Limit your response to no more than 200 words.

10. Why is it important for you and your library that you get your master’s degree? How will these courses benefit your library? Limit your response to no more than 200 words.

11. Request and attach one recommendation letter (not required for past PLSEP recipients). The recommendation letter should specifically address the applicant’s communication/interpersonal skills, creativity, initiative, leadership and judgment abilities, why the applicant would be an asset to public library service. The letter should be on stationery or letterhead (not e-mail) and include the recommender's signature.

12. Request and attach proof of acceptance or enrollment into an ALA-accredited library school. This should be an official notice from your school.

13. List any unique skills or experience you have that will add value to the library profession. These should include any skills in languages other than English, children’s and/or young adult services experience, and any knowledge of library technology. Be specific and give details. Limit your response to no more than 200 words.

14. List education completed, specific library science courses completed, work related experience, and community/volunteer experience. Limit your response to no more than 200 words.

15. Tell us what you accomplished this past year in terms of your studies toward your MLIS degree (if you took classes) and your professional growth. Limit your response to no more than 200 words. Enter N/A if you did not take classes last year.

16. Sign the certification page, have your library director sign verifying employment, and attach to the application.

**Application Submission**

The application is due by Tuesday, July 9, 2019. You will receive an email notification when it is submitted. For questions, contact Monica Rivas at monica.rivas@library.ca.gov