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Letter to Scholarship Committee members revisions to the SEAALL scholarship documents, October 1, 1990

Wes Daniels

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MEMORANDUM

October 1, 1990

TO: SEAALL Scholarship Committee

FROM: Wes Daniels

RE: Application Form and Scoring Procedures

As Hazel Johnson has written you, I have become Chair of the Scholarship Committee through a quirk of SEAALL constitutional law. (Let’s get the Articles and Bylaws Committee to work on a constitutional amendment specifying that Hazel should be eligible for any office in SEAALL at any time under any circumstances!)

We want to get the scholarship applications out to the members by the end of October, so that people will have plenty of time to apply and be notified about scholarships before the March 14-16 meeting in Tuscaloosa. The application form and guidelines will appear in the next Southeastern Law Librarian (deadline: November 1), but will also be mailed to all members on or about October 22. The application deadline is December 31, and our decisions should be finalized by January 25. (This doesn’t give us much time, particularly since it all will be taking place around "the holidays."

Enclosed are drafts of the revised application form and scoring sheets, along with related cover memos. Please review them and let me have your suggestions for changes no later than October 15. I have essentially used the materials Hazel sent me, and have incorporated suggestions made to her by Committee members.

I look forward to hearing from you, and to working with you to award scholarships to SEAALL colleagues from among what I hope will be a large pool of applicants.
SEAALL SCHOLARSHIP COMMITTEE

Guidelines for Evaluating Scholarship Applicants

We are bound by the "Lucile Elliott Scholarship Guidelines" approved by the SEAALL membership in 1988 (copy enclosed). Although the Guidelines specify the criteria that are to be applied, they do not indicate the weight to be given to the various criteria.

A scoring sheet has been developed and amended over the years to assist Committee members in evaluating applicants and assuring fairness in the distribution of scholarship funds. Changes have been made in the version enclosed here, proposed for use in 1990-1991, on the basis of suggestions made by last year’s and this year’s Committee members.

The maximum number of points allocated to "potential for staying in profession" has been substantially reduced and redistributed among the other categories. As last year’s Chair, Mary Johns, noted: "Presently it is unclear on what the Committee members should base a judgment about the applicant’s 'staying' potential, and indeed, if one bases this judgment on the applicant’s past work experience, does this not unnecessarily discriminate against our younger members or those who have chosen a career change?" She suggests that if this criterion cannot be eliminated, it "ought to be more clearly defined and ought to receive fewer value points on the score sheet." (Last year, a maximum of 20 points were awarded in this category for older members and 25 points for newer members.) Though I think this criterion should be eliminated, that appears to require a vote of the membership, which we do not have enough time to seek for this year. For 1990-1991, then, I suggest that we reduce the maximum allocation to 10 points, and that we agree that unless there is very clear evidence to indicate an applicant will soon be leaving the profession, we award everyone 10 points in this category.

The Guidelines do not list recommendation letters among the factors the Committee is supposed to take into account. The points indicated for references on last year’s score sheet have therefore been redistributed among the other categories. I suggest we do take letters of reference into account, but that we incorporate information and opinion from those letters into the points we award in the other categories.

This year, the Committee will not necessarily divide the total amount to be awarded ($3,000) into equal portions, but will make awards based on need and the actual costs of the activities for which applicants are seeking scholarships. This means the Committee must make judgments about the relative amounts to be awarded to each successful applicant. A section has been added to the score sheets, therefore, in which you are asked to recommend
whether the applicant should receive a scholarship and, if so, what the amount should be. You should first assign points in each category for each applicant. Then decide which candidates' point totals qualify them to receive scholarships. Then divide the available money based on your assessment of each candidate's need and the actual costs of the activity for which s/he is applying. (The Guidelines specify that "when the applicant pool permits, scholarships will be awarded on a 70:30 newer members to older members ratio." Since this year we are not awarding equal amounts, it appears that the sensible way of applying this ratio is to divide the dollar amount on a 70:30 basis: that is, $2,100 to newer members and $900 to older members, if "the applicant pool permits," of course.)

If this all seems overly confused or confusing, please let me know and together we'll try to come up with solutions we can all work with.

Wes Daniels
October 1, 1990
THE LUCILE ELLIOTT SCHOLARSHIP GUIDELINES

The Lucile Elliott Scholarship fund was established to provide financial aid for any purpose reasonably designed to improve one's career in law librarianship.

Applicants must be a paid member of the Southeastern Chapter of AALL at the time the application is completed.

Scholarship Committee members are ineligible to receive scholarships during their tenure on the Committee.

Applicants who have received a Lucile Elliott Scholarship within the previous three years are ineligible to receive a scholarship.

In selecting the scholarship recipients, the Committee will consider the following factors:

1. Length of membership in SEALL: The Chapter wishes to encourage the participation of its newer members (3 years or less). Therefore, when the applicant pool permits, scholarships will be awarded on a 70:30 newer members to older members ratio.

2. Participation and service to the library profession: This is demonstrated by participation in committees, sections, programs, projects, etc. of professional associations.

3. Intended use of scholarship. Scholarships may be used to provide financial aid for any purpose reasonably designed to improve one's career in law librarianship. Preference shall be given for attending any activity sponsored by the Southeastern Chapter or an AALL Institute.

4. Lack of financial assistance from employer.

5. Potential for staying within law librarianship: This is demonstrated by employment record and/or educational preparation.
1. Name: ________________________________

2. Address: _________________________________________
   _________________________________________
   _________________________________________
   _________________________________________

3. Are you a member of the Southeastern Chapter (SEAALL)? _____
   When did you join? _________________________

4. Have you ever received a SEAALL scholarship? ______________
   If so, please state year and amount: _______________________

5. For what purpose do you wish to use this scholarship? Please be as specific as possible, indicating the type of activity (SEAALL, AALL or other meeting or institute, course work or other activity) and where and when it will take place.
   (Please see enclosed scholarship guidelines for a statement of the purposes for which scholarships are granted.)

   _________________________________________
   _________________________________________
   _________________________________________
   _________________________________________

6. Please estimate the cost of registration/tuition ______; travel _____; housing _____; food _____; other _____

7. Please state your employer’s policy regarding reimbursement for professional activities. Please specify the extent to which your participation in the activity described above will depend on receipt of a SEAALL scholarship.

   _________________________________________
   _________________________________________
   _________________________________________
   _________________________________________
   _________________________________________

(continued)
8. Please describe how this scholarship would help you in your career as a law librarian.

________________________________________

________________________________________

________________________________________

9. By enclosing a resume or on a separate sheet, please provide:
   a) Present place of employment, job title and starting date.
   b) Last two positions, employer and length of service.
   c) Educational background (schools attended, dates, degrees).
   d) Description of your participation in and service to the profession (for example, service as an officer or committee member in a professional library organization; active participation in workshops, seminars or other educational programs).

LETTERS OF RECOMMENDATION FROM AT LEAST TWO INDIVIDUALS (WHO ARE NOT MEMBERS OF THE SEAALL SCHOLARSHIP COMMITTEE) MUST ACCOMPANY THIS APPLICATION. The letters should comment on your record of and/or potential for service to the profession, and should describe how receipt of a SEAALL scholarship would improve your career in law librarianship.

PLEASE READ AND SIGN THE FOLLOWING:

If the correct answers to any of the above questions change materially after submission of this application, I will immediately notify the Chair of the Scholarship Committee.

If I receive a SEAALL scholarship and for any reason I cannot participate in the activity listed in question #5, I shall immediately return the money to the SEAALL Treasurer, who will notify the Scholarship Committee.

In the event funds are received for the same activity from AALL or an AALL-affiliated source, I will accept only one such grant.

Date: ___________  Signed: ___________

Six copies of the completed application and attached recommendation letters must be submitted by December 31, 1990 to:

Wes Daniels, Chair
SEAALL Scholarship Committee
University of Miami Law Library
P.O. Box 248087
Coral Gables FL 33124
LUCILE ELLIOTT SCHOLARSHIP
NEW MEMBER SCORE SHEET
(3 or fewer years in SEAALL)

Applicant’s Name: ________________________________

(1) Participation in and service to profession
(award maximum of 15 points) __________

(2) Intended use of scholarship
(award 40 points for SEAALL activity)
(award 40 points for AALL Institute)
(award maximum of 35 points for other activity) __________

(3) Financial need (lack of employer assistance)
(award maximum of 35 points) __________

(4) Potential for staying in profession
(award maximum of 10 points) __________

TOTAL POINTS __________

Award scholarship? No ____ Yes ____ Amount ______

Reviewer’s name: ________________________________ Date: _______
# LUCILE ELLIOTT SCHOLARSHIP
OLD MEMBER SCORE SHEET
(more than 3 years in SEAALL)

Applicant’s Name: ________________________________

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TOTAL POINTS _____________

Award scholarship? No ____ Yes _____ Amount ________

Reviewer’s name: ___________________________ Date: ________