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Letter to Sally Wiant regarding Lucile Elliott Scholarship procedures, March 16, 1994

Mary Smith Forman

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March 16, 1994

Sarak K. Wiant  
Director of the Law Library  
and Professor of Law  
Washington and Lee University  
Lexington, VA 24450  

Sent via Fax: (703)463-8967  

Dear Sally:  

Here are the revisions I have pulled together from all of the suggestions. I didn’t bother, at this point, to rewrite the "Guidelines for Evaluating" since they are an internal Committee document that should be redrafted after our proposed changes are approved by the Board and the membership.  

I do think you should include a request to the Board that Scholarship Committee members serve two year terms with some overlap and that this be incorporated into the President’s procedures, i.e., so no one forgets. The summer article is a good idea. In order to consistently achieve that, I think it should be the responsibility of a senior committee member each year, perhaps the chair-elect. Of course, this is based on my assumption that the Board approves two year terms, etc.  

Please review my proposals. If I have not achieved what you and your committee desire, please make edits and return. I will gladly redraft. Thanks for including me in the process.  

Sincerely,  

Mary Smith Forman  
Director of Library Services  

enclosures  

cc: Sally Curtis Askew  
Susan S. Roach  
Elizabeth Valadie
TO: SEAALL Scholarship Committee Members
FROM: Chair
SUBJECT: Committee Charge and Calendar
DATE:

Welcome to the Scholarship Committee; the basic charge to the committee is of course to coordinate the Lucille Elliott Scholarship Program. Applications must be distributed by way of individual mailing and by publication in the first issue of the Southeastern Law Librarian. Applications are reviewed and the committee determines the award. The amount to be awarded is determined by the board and has been for the past several years approximately $3,000.

A calendar for carrying out the work of the committee is proposed below:

October 15: Applications and cover letter will be mailed to the SEAALL membership (the chair does this).

Date: Article for newsletter and copy of the application form to be sent to the editor of the Southeastern Law Librarian for the first issue of the newsletter (a committee member is assigned this task).

November 30: Deadline for receiving completed applications.

December 4: Copies of completed applications and score sheets mailed to the Scholarship Committee.

December 11: Deadline for returning the score sheets to the chair.

December 14-17: Scholarship Committee resolves any problems and arrives at the final list. Verify that each recipient is an active member of SEAALL. Confirm with the President the amount of funds to be awarded. Upon agreement, the committee, the president and the board will be notified of the list of recipients.
December 18: Scholarship recipients notified by the chair. Upon acceptance, recipients agree to provide a report on how the money was spent.

The letter should ask recipients to specify when they need the money, and, if there is no immediate rush, tell them to expect checks from the Association within six weeks of the event for which funds were requested.

With this memo are a number of guidelines:

The Lucille Elliott Scholarship Guidelines, as adopted by SEAALL in 1988

Guidelines for evaluating scholarship applicants, as adopted by the committee in 1990

Older member score sheet

Newer member score sheet
SOUTHEASTERN CHAPTER OF THE
AMERICAN ASSOCIATION OF LAW LIBRARIES, INC.

Lucile Elliott Scholarship Application Form

1. Name: ________________________________

2. Address: ______________________________

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

4. 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).

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

6. 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.

________________________________________
________________________________________
________________________________________
7. How much financial support do you anticipate receiving from your employer for this activity?

8. Have you previously applied for a Lucile Elliott Scholarship?
   Yes  No

   If the answer is yes, please give dates and indicate whether or not you received a scholarship?

9. Please describe how this scholarship would help you in your career as a law librarian.

10. 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. One letter must be from your supervisor and one letter must be from another member of the Southeastern Chapter. 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: ___________________

***

Please return four copies of the completed application and attached recommendation letters by 5:00 p.m. on [deadline date] to:

NAME AND ADDRESS OF COMMITTEE CHAIR
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 SEAALL - 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.
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 35 points for AALL institute, library
   or law school expenses) 25
   (award a maximum of 35 30 points for other activity)

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

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

sub*act 5 ptk for prior rec*pt

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: _______________________

(1) Participation in and service to profession
   (award maximum of 30 points) ______

(2) Intended use of scholarship
   (award 30 points for SEAALL activity)
   (award 25 points for AALL institute, library
    or law school expenses)
   (award a maximum of 25 20 points for other activity) 50

(3) Financial need (lack of employer assistance)
   (award maximum of 30 points) ______

(4) Potential for staying in profession
   Letters of recommendation
   (award maximum of 10 points) ______

TOTAL POINTS: ______

Award scholarship? No _____ Yes _____ Amount ______

Reviewer's name: ________________________ Date: ________
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