4-21-1980

Letter to Joan Cannon regarding Lucile Elliott Scholarship applications, April 21, 1980

Carol C. West

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Ms. Joan Cannon  
Florida Supreme Court Library  
Supreme Court Building  
Tallahassee, Florida 32304  

Dear Joan:  

Enclosed are the nine applications for the 1980 Lucile Elliott Scholarships. We will be awarding three scholarships of $200 each. According to the information I find in the committee files, the criteria to be used in awarding the scholarships are as follows:

1. Applicant must be a law librarian living in the southeastern area.
2. Scholarship may be used for any purpose reasonably designed to improve professional knowledge and advance career in law librarianship.
3. Preference will be given to applicants seeking to improve professional skills.
4. Preference will be given to persons who have not received a Southeastern Grant during the previous five years.

Please evaluate these applications and assign each applicant a rank from nine to one with nine being the highest ranking and one the lowest. I will combine the rankings to determine which applicant has the highest overall ranking. I am enclosing an "Alphabetical Listing of Applicants" with a blank column for the rank. You may simply fill in the blank column and return this sheet to me.

In doing past scholarship committee work, I have found it useful to make a tally sheet with specific attributes. I assign numbers to the attributes and use the totals of these numbers to determine my final rankings. You may determine your rankings in any way you choose within the guidelines. I checked my back files to get a copy of the evaluation sheet that I sent you last year. I could not find one. I do suggest that you make up one of your own and suggest the following as attributes that you might use:
Potential for staying within law librarian profession.

Previous contributions to AALL/SEALL.

Education.

Recommendations.

It would be very helpful to me if you can return the ranking sheet to me by May 5th. If you can't meet this deadline, please drop me a note letting me know when you will have your evaluations ready.

Please get in touch with me if you have any questions.

Sincerely,

Carol C. West, Chairman
SEALL Scholarships Committee

CCW/eg
Enclosures