3-5-1979

Letter to Scholarship Committee members regarding Lucile Elliott Scholarship applications, March 5, 1979

Carol C. West

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MEMORANDUM

TO: PROFESSOR EDWIN SCHROEDER, FLORIDA STATE UNIVERSITY
     MS. JOAN CANNON, FLORIDA SUPREME COURT LIBRARY
     MS. ALICE MURPHY, DADE COUNTY LAW LIBRARY
     MS. SUSAN CSAKY, UNIVERSITY OF KENTUCKY LIBRARY

FROM: CAROL WEST

DATE: MARCH 5, 1979

RE: APPLICANTS, LUCILLE ELLIOTT SCHOLARSHIP, S.E. CHAPTER--AALL

Enclosed are the seven applications for the 1979 Lucille 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 seven to one with seven 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; however, I am including a copy of the evaluation sheet that I will be using. This is just to give you an idea of how the ranking could be done.

It would be very helpful to me if you could return the ranking sheet to me by March 23rd. If you can't make 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.