9-13-1974

Note regarding materials sent to Peyton Neal, Jr., September 13, 1974

William Younger

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TO: AALL Chapter Presidents

FROM: Caroline C. Heriot, Chairman
      AALL Scholarship Committee

I am sending each of you copies of application forms for scholarships and grants as well as a copy of the guidelines for making the awards. Please see that your members are informed of the availability of financial assistance for law school and library school and for attendance at the annual institute and the convention.

Thank you for your assistance.

CCH/cbe

October 1, 1974

Copy of material sent to Peyton Neal, Jr. for use in the Chapter Newsletter.

William C. Younger
Presidnet SE Chapter
AMERICAN ASSOCIATION OF LAW LIBRARIES

TYPE: Four separate scholarships for study in librarianship or law with support intended for prospective law librarians.

PURPOSE: To assist qualified persons who are interested in becoming professional law librarians.

ELIGIBILITY:

TYPE I: Awarded to individuals who hold law degrees and who are degree candidates in accredited library schools.

TYPE II: Awarded to library school graduates who have successfully completed two years or the equivalent in an accredited law school and have meaningful law library experience.

TYPE III: Awarded to college graduates with meaningful law library experience who are degree candidates in accredited library schools.

TYPE IV: Awarded to registrants of special courses in law librarianship taken for credit at accredited library schools.

FINANCIAL DATA:

TYPES I, II & III: Up to $2,000 for tuition and school-related expenses, the latter not to exceed $500 of the total.

TYPE IV: Up to $150 for tuition, plus $25 for incidentals.

DURATION: Although support is normally available for one year of continuous work, an alternative plan of study may be determined subject to AALL approval. (This applies to Types 1, 2, and 3 only.)

APPLICATION INFORMATION:

Official application materials are available upon request to the Scholarship Committee at the address below.

DEADLINE: Applications must be received by April 1 of each year.

ADDRESS INQUIRIES TO:

AALL Scholarship Committee
American Association of Law Libraries
53 West Jackson Boulevard
Chicago, Illinois 60604
AMERICAN ASSOCIATION OF LAW LIBRARIES

EDUCATIONAL SCHOLARSHIP PROGRAM

The American Association of Law Libraries has established a Scholarship Trust Fund to sponsor a permanent scholarship program.

PURPOSE

The purpose of this scholarship program shall be to give financial assistance to deserving persons who have shown an interest in becoming professional law librarians and in fulfillment of that interest to: (1) become degree candidates in accredited library schools, or (2) take special courses in law librarianship, for credit, at accredited library schools, (3) complete the final year of law school.

TYPES OF SCHOLARSHIPS

Four types of scholarships shall be awarded under this program:

Type I: Library degree scholarship for law graduates:
Up to two scholarships awarded annually to law graduates who are degree candidates in an accredited library school.

Type II: Final year of law school for library school graduates:
Awarded to library school graduates who have successfully completed two years or the equivalent in an accredited law school and have meaningful law library experience.

Type III: Library degree scholarships for non-law graduates:
Awarded to college graduates with meaningful law library experience who are degree candidates in accredited library schools.

Type IV: Special courses in law librarianship:
Awarded to registrants of special courses in law librarianship taken for credit at accredited library schools.

NUMBER OF SCHOLARSHIPS

Scholarships shall be awarded on the basis of monies available from the trust funds. The number of scholarships to be awarded in a given year shall be announced six months prior to the final date for filing applications.

Type I: One or more scholarships may be granted annually beginning with the following rotating schedule:

Helen Newman Memorial
Sidney B. Hill Fund
Any new fund acquired.
Additional scholarships may be granted if sufficient funds are available so as not to deplete the trust account and interrupt the continuity of the program. The additional scholarships may be recommended by the Scholarship Committee and must be approved by the Executive Board.

Types II, III and IV: One or more scholarships may be granted annually from funds accumulated in the AALL Scholarship Fund.

Additional scholarships may be granted if sufficient funds are available so as not to deplete the trust account and interrupt the continuity of the program. Additional scholarships may be recommended by the Scholarship Committee and must be approved by the Executive Board.

**AMOUNT OF SCHOLARSHIPS**

**Types I, II and III:** Scholarships awarded to degree candidates shall be in the amount of:

- Up to $2,000 for tuition and school-related expenses, the latter not to exceed $500 of the total.

**Type IV:** Scholarships awarded for special courses in law librarianship shall be the amount of:

- Up to $150 for tuition, plus $25 for incidentals.

**PERIOD**

**Types I, II and III:** Scholarships will be granted for one year of continuous study leading to a degree, or on an alternate plan of study acceptable to the Committee.

**RESTRICTIONS**

**Types I, II and III:** If the program is interrupted, the scholarship is terminated. The candidate must reapply for a scholarship unless, at the time of interruption, an alternate program for completion of the degree within an acceptable time is agreed upon by the Committee. The subsequent award may not exceed the balance of the original grant.

Persons awarded Scholarships I, II and III who do not spend the two years following receipt of the degree for which the scholarship was awarded, working in a law library, must repay the monies to the American Association of Law Libraries. Intervening military service will be excepted and other circumstances may mitigate, at the discretion of the Executive Board. Before the award is made the recipient must sign an interest-free note in the amount of the award payable two years after the anticipated graduation date. The note will provide that the debt will be forgiven if the intervening two years have been spent in law library work, otherwise bear interest from date of graduation at 4% per annum. In the event of a drop out from the course of study, the note becomes payable at once.

**STANDARDS FOR AWARDEDING**

**Type I:** Application may be made for a scholarship upon provisional admittance
to an accredited library school in the U.S. or Canada, and a scholar-
ship may be granted contingent upon acceptance as a degree candidate
in an accredited library school.

a. Applicant must hold a degree in law to be eligible for this
scholarship, and preference shall be given to graduates of
U.S. and Canadian law schools.

b. Preference shall be given to members of AALL, but scholarships
are not restricted to members.

c. Preference shall be given to permanent residents of the U.S. and
Canada.

d. Applicants must submit evidence that financial assistance is
necessary. Other scholarships, grants, etc., received for use
during the year for which this scholarship is awarded must be
reported to the Committee.

e. Preference in selection shall be given to persons with meaningful
law library experience.

**Type II:** Application may be made for a scholarship after completion of one
and one-half years (or its equivalent) of successful study in a U.S.
law school approved by the ABA and AALS or in a Canadian law school
approved in a like manner.

a. Applicant must hold a library science degree from an accredited
library school, and preference shall be given to graduates of
U.S. and Canadian schools.

b. Applicant must have successfully completed one and one-half
years of study in an accredited law school.

c. Applicant must possess meaningful law library work experience.

d. Preference shall be given to members of AALL, but scholarships
are not restricted to members.

e. Applicants must submit evidence that financial assistance is
necessary. Other scholarships, grants, etc., received for use
during the year for which this scholarship is awarded must be
reported to the Committee.

**Type III:** Application may be made for a scholarship upon provisional admittance
 to an accredited library school in the U.S. or Canada, and a scholar-
ship may be granted contingent upon acceptance as a degree candidate
in an accredited library school.

a. Applicant must hold a college degree to be eligible for this
scholarship, and preference shall be given to graduates of
U.S. and Canadian schools.

b. Applicant must possess meaningful law library work experience.

c. Preference shall be given to members of AALL, but scholarships
are not restricted to members.
d. Preference shall be given to permanent residents of the U.S. and Canada.

e. Applicants must submit evidence that financial assistance is necessary. Other scholarships, grants, etc., received for use during the year for which this scholarship is awarded must be reported to the Committee.

f. Preference in selection shall be given to applicants working for degrees with emphasis on courses in law librarianship.

**Type IV:** Applicants must have applied for admittance to the special course in law librarianship, and a scholarship may be granted contingent upon acceptance of registration.

a. Scholarships are restricted to members of AALL.

b. Preference shall be given to permanent residents of the U.S. and Canada.

c. Applicants must submit evidence that financial assistance is necessary.

**APPLICATION PROCEDURES**

Applications may be obtained from AALL headquarters at 53 West Jackson Boulevard, Chicago, Illinois 60604. Applications must be returned to the AALL headquarters.

**Types I, II and III:** Application must be made on or before April 1.

**Type IV:** Application must be filed not less than two months prior to the beginning of the special course in law librarianship.

**ADMINISTRATION**

**Selection:**

(1) Applications shall be received by AALL headquarters;

(2) Final selection of recipients shall be made by the Scholarship Committee;

(3) Final selection shall be made by the following dates:

**Types I, II and III:** By June 1 or as soon thereafter as a determination may be reached by the Committee.

**Type IV:** At least one month prior to the beginning of classes in the special course in law librarianship.

(4) Announcement of recipient shall be made at the Annual Meeting of the AALL.
Method of Payment:

Each quarter or semester the recipient of any type of scholarship shall send a receipted bill for tuition to the Chairman of the Scholarship Committee. The Chairman shall prepare a voucher and submit it with the receipted bill to the Treasurer. Payment of the award installment shall be made directly to the recipient.

Additional Scholarships:

If the recipient of an AALL Scholarship receives a scholarship or grant-in-aid from an additional source, this must be reported by the recipient to the Scholarship Committee Chairman for a reconsideration by the Committee with the possibility of reduction of the amount or withdrawal of the award.
AMERICAN ASSOCIATION OF LAW LIBRARIES

APPLICATION FOR SCHOLARSHIP
(For Degree in Accredited Library School)

This application, completely filled out, must be submitted on or before April 1. It must be accompanied by:

(1) A statement, typed on 8½ x 11 inch paper, discussing: (a) your interest in Law Librarianship; (b) reasons for this interest; (c) type of library in which you are most interested and why; (d) your preference as to cataloging, reference, administration or other; and (e) your future plans.

(2) Attach to this form, or have forwarded, an official transcript of your complete college scholastic record certified by the registrar of each college attended.

(3) Letter from the admissions officer of the school, stating the program for which the applicant has been accepted and the date the course begins, is to be sent to the Scholarship Committee.

The information here requested will, of course, be treated confidentially; full and frank statements are expected.

NOTE: Before filling out this form read all the questions carefully. Answer all items, inserting "no" or "none" where necessary. Use additional paper of this size for extended answers.

TYPE OR PRINT ALL YOUR ANSWERS.

Name __________________________ (Mr., Mrs., Miss)

Last ________ First ________ Middle ________

Present Address ____________________________________________________________

Permanent Address __________________________________________________________

Birth Date ___________ Birthplace _______________________

Number of Dependent Children ________ Number of Other Dependents ________

Marital Status ____________________

Citizen of _______________________

If foreign born and naturalized, give date _______ Place ___________________ Court _______

Draft Status ____________________ Reserve Status ___________________________
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Percentage of college expenses earned (include scholarships)

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Is it necessary for you to secure a scholarship to attend school?

Explain

If applications are made for additional scholarships or financial aid:

List

If you are awarded the A.A.L.L. scholarship, can you meet the remaining expenses to get your library degree?

If awarded a scholarship, do you plan to attend as a full time or part time student?
### EDUCATION

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List honors, prizes, and/or awards

Are you a member of the American Association of Law Libraries? __________

List other professional societies and organizations to which you belong__________

### EMPLOYMENT

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<tr>
<th>Institution or Employer</th>
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Title of position

Name and Title of immediate superior

Reason for leaving

Give employment record as completely as possible, starting with the most recent and listing library work ahead of other types. (Use additional paper of this size or the back of this form.)
REFERENCES

Give the names of four persons, not relatives, as references. Include, specifically, librarians who have knowledge of your ability and who can evaluate your law library employment experience.

Name ____________________________________________
Address ____________________________________________
Connection with applicant ________________________________

Name ____________________________________________
Address ____________________________________________
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Name ____________________________________________
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Name ____________________________________________
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If you have any relatives or friends in library work, list them below. Do not duplicate those given as references above.

Name __________________________ Library __________________________ Position __________________________

My signature attests that the answers given are accurate and complete.

Date __________________________ Signature __________________________

PLEASE ENCLOSE TRANSCRIPTS

Return completed applications to: Chairman, Scholarship Committee
American Association of Law Libraries
53 West Jackson Boulevard
Chicago, Illinois 60604
AMERICAN ASSOCIATION OF LAW LIBRARIES

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This application, completely filled out, must be submitted on or before April 1. It must be accompanied by:

(1) A statement, typed on 8½ x 11 inch paper, discussing: (a) your interest in Law Librarianship; (b) reasons for this interest; (c) type of library in which you are most interested and why; (d) your preference as to cataloging, reference, administration or other; and (e) your future plans.

(2) A statement of the admissions officer of the law school that the applicant has successfully completed two years or the equivalent of legal studies.

(3) Attach to this form, or have forwarded, an official transcript of your complete college scholastic record certified by the registrar of each college attended.

(4) Letter from the admissions officer of the school, stating the program for which the applicant has been accepted and the date the course begins, is to be sent to the Scholarship Committee.

The information here requested will, of course, be treated confidentially; full and frank statements are expected.

NOTE: Before filling out this form read all the questions carefully. Answer all items, inserting "no" or "none" where necessary. Use additional paper of this size for extended answers.

TYPE OR PRINT ALL YOUR ANSWERS

Name ____________________________________________________________________________ (Mr., Mrs., Miss) ____________________________________________________________________________

Last First Middle

Present Address ____________________________________________________________________________

Permanent Address ____________________________________________________________________________

Birth Date ____________________________ Birthplace ____________________________________________________________________________

Marital Status ____________________________ Number of Dependent Children ____________ Number of Other Dependents ____________

Citizen of ____________________________________________________________________________

If foreign born and naturalized, give date ____________________________ Place ____________ Court ____________

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Percentage of college expenses earned (include scholarships)

- Undergraduate $_________
- Graduate $_________

Is it necessary for you to secure a scholarship to attend school?

Explain ____________________________________________

If applications are made for additional scholarships or financial aid:

List ____________________________________________

If you are awarded the A.A.L.L. scholarship, can you meet the remaining expenses to get your library degree?

If awarded a scholarship, do you plan to attend as a full time or part time student?

__________________________________________________________________________
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**EMPLOYMENT**

| Institution or Employer | | | | | |
|-------------------------|-------------|-------------|---------|-------------------|
| Address | | | | | |
| Dates of employment | | | Salary | | |
| Title of position | | | | | |
| Name and Title of immediate superior | | | | | |
| Reason for leaving | | | | | |

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Address __________________________________________________________
Connection with applicant ____________________________________________

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Name ________________________________ (Mr., Mrs., Miss)

Last First Middle

Present Address ________________________________

Permanent Address ________________________________

Birth Date ________________________________ Birthplace ________________________________

Marital Status ________________________________ Number of Dependent Children ________________________________ Number of Other Dependents ________________________________

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________________________________________________________________________

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</tbody>
</table>

List honors, prizes, and/or awards

Are you a member of the American Association of Law Libraries? ___________

List other professional societies and organizations to which you belong ___________

**EMPLOYMENT**

<table>
<thead>
<tr>
<th>Institution or Employer</th>
<th>Address</th>
<th>Dates of employment___________________________ Salary_________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of position</td>
<td>_________</td>
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<tr>
<td>Name and Title of immediate superior</td>
<td>_________</td>
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<tr>
<td>Reason for leaving</td>
<td>_________</td>
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</tbody>
</table>

Give employment record as completely as possible, starting with the most recent and listing library work ahead of other types. (Use additional paper of this size or the back of this form.)
REFERENCES

Give the names of four persons, not relatives, as references. Include, specifically, librarians who have knowledge of your ability and who can evaluate your law library employment experience.

Name ____________________________
Address ____________________________
Connection with applicant ____________________________

Name ____________________________
Address ____________________________
Connection with applicant ____________________________

Name ____________________________
Address ____________________________
Connection with applicant ____________________________

Name ____________________________
Address ____________________________
Connection with applicant ____________________________

If you have any relatives or friends in library work, list them below. Do not duplicate those given as references above.

<table>
<thead>
<tr>
<th>Name</th>
<th>Library</th>
<th>Position</th>
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</thead>
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</tbody>
</table>

My signature attests that the answers given are accurate and complete.

Date ____________________________ Signature ____________________________

PLEASE ENCLOSE TRANSCRIPTS

Return completed applications to:
Chairman, Scholarship Committee
American Association of Law Libraries
53 West Jackson Boulevard
Chicago, Illinois 60604
APPLICATION FOR
American Association of Law Library Scholarship
(Special Courses in Law Librarianship)

Scholarships will be granted on the basis of accomplishment and comparative need. This form must be completed in full and returned to the A.A.L.L. Scholarship Chairman. The information here requested will, of course, be treated confidentially; full and frank statements are expected.

Scholarship holders are required to carry the special course in law librarianship for credit.

(Type or print in ink)

A. GENERAL INFORMATION

1. Full name_________________________ Age_________ Sex_________ (Last) (First) (Middle)

2. Library or business address______________________________

3. Home address________________________________________

4. Marital status (Single, married, divorced, widowed)__________

5. If married, name and address of wife, names and ages of children______________________________

6. Present position:_______________________________________ Duration:__________________________

7. Previous employment and/or experience and dates______________________________

8. Education: (School) (Degrees) (Dates)______________________________
9. Previous A.A.L.L. Scholarship aid: Type_____ Year_____Amount____

B. COURSE OF STUDY

10. Course in Law Librarianship:

School where offered__________________________________________

Dates__________________________Course credits_____________________

Name and content of course________________________________________

Tuition for course________________________________________________

Have you been accepted?___________________________________________

Other anticipated expenses incidental to course_______________________

C. RECOMMENDATIONS

11. Give the names, occupations or professions and addresses of three persons who will furnish recommendations concerning applicant. Request them to send recommendations directly to the A.A.L.L. Scholarship Committee Chairman.

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

My signature attests that the answers above are ACCURATE and COMPLETE.

(Applicant's signature)___________________________________________

Date__________________________

Return completed application to:

Chairman, Scholarship Committee
American Association of Law Libraries
53 West Jackson Blvd.
Room 1201, Monadnock Building
Chicago, Illinois 60604
APPLICATION FOR GRANT
AMERICAN ASSOCIATION OF LAW LIBRARIES

Name ____________________________ (Mr., Miss, Mrs.)

Address ____________________________________________ (Zip)

Are you a member of AALL? ______

Name AALL committees on which you have served ____________________________

Have you attended former AALL meetings or institutes? ____________________________ (years)

Have you received an AALL grant before? ______ If so, when? ______________________

Are you applying for this grant to attend the institute, the convention, or both? ______

Present position and length of service ____________________________

Former law library service or related positions: 
(List library, positions, length of service)

Education: (List schools attended, dates, degrees, certificates awarded)

Is it your present intention to remain in the law library field? ______________________

How do you feel your attendance at this convention (or institute) will benefit you in your career in law librarianship?

Financial situation: The Scholarship Committee invites the applicant to provide information on special financial obligations, distance to travel, whether he will receive financial assistance from another source for part of his expenses (if so, what percentage), whether he could attend without additional financial assistance, etc.
The Committee welcomes any additional information that will be of assistance in making awards. Two recommendations are requested. It would be helpful if one of these could be from a person who supervises or has firsthand knowledge of the applicant's work and type of responsibilities and could include information about the applicant's potential contribution to the field of law librarianship and AALL, as well as his need for this award.

(date) (Applicant's signature)

Send to: Caroline C. Heriot, Chairman
AALL Scholarship Committee
53 West Jackson Boulevard
Chicago, IL 60604

APPLICATIONS AND RECOMMENDATIONS MUST REACH THE CHAIRMAN OF THE COMMITTEE BEFORE MARCH 1.

(You are hereby requested to send six (6) copies each of the application and recommendations. Additional copies of the application blank will be furnished upon request to:

AALL Headquarters
53 West Jackson Boulevard
Chicago, IL 60604

Incomplete applications will not be considered.)