



# Continuing Education Award for Library Support Staff

The SCLA Continuing Education Award for Library Support Staff is a cash award made to a library employee who is pursuing academic or career-related coursework that will enhance and contribute to their library duties, as well as benefit libraries.

## WHO MAY APPLY?

Individuals who are current employees of a library or library system in Suffolk County with a minimum of three years of consecutive service may apply for the award; plus a minimum of three (3) months membership in the Suffolk County Library Association (SCLA). Applicants must be pursuing academic or career-related coursework and residents of Suffolk County. Two major factors are considered in granting this award: a) dedication to library service and b) commitment to a career in libraries.

## WHO MAY NOT APPLY?

Individuals who were recipients of the SCLA Continuing Education Award for Library Support Staff may not apply again.

## WHAT IS THE PROCEDURE FOR APPLYING?

1. Applicants will complete an **application form** and explain, to the best of their ability, what academic/career-related coursework they would utilize the monetary award for.
2. The candidate must submit a **personal statement** of no more than 300 words.
3. In addition, the applicant must secure three references to be sent, on the forms provided, to the SCLA Scholarship Committee.
4. **Requests for applications can be e-mailed to** the SCLA Scholarship Committee Chairperson, Emma Lodato, at [emma@bbplib.org](mailto:emma@bbplib.org) **OR mailed to** Emma Lodato, Bayport-Blue Point Public Library, 203 Blue Point Ave. Blue Point, NY 11715. **Applications may also be downloaded directly from the SCLA website at <http://scla.net/awards/>**

## WHEN MUST APPLICATIONS BE FILED?

Completed applications, including all references, must be postmarked no later than **October 1st** of the year in which the award is to be made. Applications that are not completed by that date cannot be considered. ***Persons who provide references for applications should be informed of this deadline.***

## WHEN IS THE AWARD PRESENTED?

Applicants will be notified regarding their status by October 15th. Formal announcement of the award winner will be made at the Annual Fall Dinner Meeting of the Suffolk County Library Association in November.

## HOW IS THE AWARD PAID?

The \$500 award is paid by check and is presented to the winner who will be a guest at the Annual Fall Dinner Meeting. The award, however, is not contingent upon attendance at the dinner.

## PLEASE SEND AN APPLICATION FOR THE SCLA SCHOLARSHIP AWARD TO:

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

**\*PLEASE PRINT\***

