



Metronet  
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St. Paul, MN 55104  
651/646-0475 • 651/649-3169 (fax)  
[info@metronet.lib.mn.us](mailto:info@metronet.lib.mn.us)  
<http://www.metrolibraries.net>

## Metronet Scholarship Policy

Metronet is a multicounty multitype library system that serves libraries of all types in the metropolitan area by leveraging existing library strengths and resources to build capacity so as to achieve more collectively than could be attained independently.

Metronet endorses career development by supporting staff of member libraries who wish to attend continuing education and professional programs in library/media or other job related fields or participate in professional engagement that advances libraries and librarianship. Priority is given to events & activities that supplement an individual's career development. Classes that lead to a degree or certificate may be considered at the Board's discretion. Scholarship funds are awarded as an incentive for individual growth and development.

Scholarship policy, guidelines and budget are set by the Metronet staff and Governing Board.

1. Scholarship applications must be received 8 weeks prior to the training/event to be funded. Scholarships will not be awarded retroactively.
2. Scholarship applicant must be an employee of a Metronet member library. Preference is given to staff not at the system/district level. First-time scholarship applicants also receive preference. You can call Metronet to see if your institution is a member.
3. Applicant may only receive one scholarship every other fiscal year. Metronet's fiscal year runs July 1 – June 30.
4. Eligible expenses may include, but are not limited to:
  - a. Registration/tuition fees
  - b. Lodging
  - c. Meals
  - d. Transportation/mileage (Mileage is for the use of a personal vehicle – only one person in a vehicle may request mileage; reimbursed at current IRS rate)
  - e. Parking
  - f. Cost of a substitute to cover while applicant is at an event
  - g. Books/publications that are required for participation
5. Ineligible expenses
  - a. Dues to professional associations or other organizations
  - b. Alcoholic beverages
6. Individuals may apply for up to \$500.00 (\$1,000 for Lars Steltzner Scholarship). Actual expenses for the event are reimbursed, based on the receipts submitted. As noted application must be received 8 weeks prior to the event/opportunity.
7. Application must be completed online. No handwritten applications will be accepted. Applicants may request accommodations.

8. Requirements of recipients include:
- a. **Receipts and completed reimbursement form are required for all expenses.** Receipts and form may be mailed or scanned and emailed. **Receipts and article must be received by Metronet within thirty (30) days of the completion of the event.** The scholarship recipient is responsible for requesting reimbursement and specifying the appropriate payee if payment is being made to someone other than the applicant (i.e. school, library system, etc.).
  - b. Recipients will submit a brief, but informative word article for the Metronet website about the event they attended. You can read previous recipients' articles at <http://metrolibraries.net/res/ce-awards.html>

The article should include a review of the event and/or highlights of what was learned and how it will be useful on the job. The article is subject to editing by Metronet staff and will be published on the Metronet web site. (Article may be sent via email.)

9. Scholarship applications will be reviewed by Metronet staff and the Metronet Governing Board and **scored based on the rubric provided.** Awards are made on a competitive basis at the discretion of the Board. Award decisions are based on quality of the application, the amount of funds available, the number of applications received, past scholarship(s) received by applicant, and merit of the event or engagement activity. Possible results of application review are:
1. Award full amount requested
  2. Award less than full amount requested
  3. Deny application

Applicants will be notified via email of the action taken on their application.

Questions? Please contact the Metronet office for assistance.



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## Metronet Scholarship Application

1. Applicant info (click in the shaded boxes to enter text)

Name:		
Contact/mailling address:		
City:	State:	Zip:
Phone:	Email:	
Library/Organization: Is this organization a Metronet Member? Yes      No		Work phone:
Position title:		

2. Are you a first-time applicant for a Metronet scholarship? Yes      No

Have you received a Metronet scholarship in the past? Yes      No

If, Yes, when (month/year)?

3. Description of training/event being applied for (including date(s) and location). If available, attach a copy of event brochure or agenda, etc.

Are you a member of the organization sponsoring this event (i.e., ITEM, MLA, ALA, etc.) if applicable?  
 Yes      No      N/A

4. Describe how attending this training/event will benefit you, your library, and Metronet. Be specific about how this will influence how you will do your job and how you expect to incorporate your experience into your job performance. Be clear how this opportunity is a benefit to your library/system/building and Metronet. The Board is interested in a personal statement that addresses your situation, not links or copied info from an event web site. Keep in mind that the Metronet Board includes citizens who may not be familiar with all library events.

5. How does this event or opportunity fit into your professional development plan with your employer? If you do not have a formal plan with your employer, how does this fit in with your personal plan to advance your career or professional situation?

6. Projected expenses: Please include any amounts being received from other sources such as your organization, other scholarships, etc.

Expense Category	Estimated Total Cost	Amount Requested (\$500 max)	Amounts being received from other sources	Source of other funding <i>(your organization, other scholarships, etc.)</i>
Registration or Tuition				
Transportation/Mileage*				
Lodging				
Meals – submit as a per diem of \$30 x # of days expected. **				
Substitute				
Parking				
Required Materials				
Other (specify)				
Other				
Other				
<b>TOTAL</b>				

\* Mileage is for the use of a personal vehicle only, and only one person in a vehicle may request mileage. Mileage is reimbursed at the current IRS rate.

\*\* This is for planning purposes—actual expenses based on submitted receipts will be reimbursed within the scholarship amount. Do not claim meals if included in conference/event fee.

Signature of applicant:

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Signature

Date

**RECEIPTS AND BRIEF REPORT FOR WEBSITE MUST BE SUBMITTED TO THE METRONET OFFICE WITHIN 30 DAYS OF COMPLETION OF EVENT TO RECEIVE PAYMENT**

Submit receipts and report to: Metronet, 1619 Dayton Ave., Suite 314, St. Paul, MN 55104 or [info@metronet.lib.mn.us](mailto:info@metronet.lib.mn.us), subject line “CE Scholarship Report”