



Metronet
1619 Dayton Ave., Suite 314
St. Paul, MN 55104
651/646-0475 • 651/649-3169 (fax)
info@metronet.lib.mn.us
<http://www.metrolibraries.net>

Lars Steltzner Scholarship - Policy

Lars Steltzner was a true believer in libraries of all types and believed that if one library is strengthened, all are stronger. Lars was a great supporter of media specialists and librarians just beginning their careers and was always generous with his time and knowledge. Many library organizations benefited from his wit, his commitment to libraries, and his contributions to Metronet and to all Minnesota libraries.

In 2008 the Metronet Board created a scholarship for library staff in the seven-county metro area in honor of Lars's memory. The Lars Steltzner Scholarship is given annually (during the Metronet fiscal year, July 1 to June 30) to one metro-area Minnesota librarian who is early in her/his career. This scholarship of \$1000 may be used for expenses for a continuing library education event, national or local conference, or participation in a professional engagement opportunity such as serving on a collaborative committee. Recipients are eligible to receive the scholarship once in their career.

1. Scholarship applications must be received a minimum of eight weeks prior to the date of the event being attended. Application must be typewritten – no handwritten applications will be accepted.
2. Scholarship applicant must be an employee of a Metronet member library and must have been employed in the library field for five years or less. If you are not sure if your library is a member, contact the Metronet office.
3. Eligible expenses may include, but are not limited to:
 - Registration/tuition fees
 - Lodging
 - Meals
 - Transportation/mileage (Mileage is for the use of a personal vehicle)
 - Parking
 - Cost of a substitute to cover while applicant is at an event
 - Required books/publications

Metronet does NOT pay for membership dues (i.e. ALA, AASL, etc) or alcoholic beverages.

4. Individuals may receive the Lars Steltzner Scholarship one time only.
5. Scholarship policy, guidelines, and budget are set by the Metronet Governing Board.

6. Requirements of recipients include:
 - a. **Receipts are required for all expenses except mileage.**
 - b. The recipient will submit a brief article for the Metronet newsletter/website about the event for which the scholarship was awarded. The article should include a review of the event, highlights of what was learned and what will be useful on the job. The article is subject to editing by Metronet.
 - c. **Receipts and article must be received by Metronet within thirty (30) days of the completion of the event.**
 - d. The scholarship recipient is responsible for requesting reimbursement (reimbursement form will be supplied upon notification of scholarship approval).
7. Scholarship applications are reviewed by Metronet staff and the Metronet Governing Board and are awarded on a competitive basis. Award decisions are based on:
 - Merit of applicant's statement on pertinence and value of the event to his/her career development.
 - Merit of intended event or engagement opportunity.
 - Past Metronet scholarships applicant may have received.
 - Number of applications received.

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.



Metronet
 1619 Dayton Ave., Suite 314
 St. Paul, MN 55104
 651/646-0475 • 651/649-3169 (fax)
info@metronet.lib.mn.us
<http://www.metrolibraries.net>

Lars Steltzner Scholarship - Application

1. Applicant info (click where indicated to enter text)

Name:		
Contact/mailling address:		
City:	State:	Zip:
Phone:	Email:	
Library/Organization:		Work phone:
Position title:		Number of years working in a library:

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

3. Describe how attending this training/event will benefit you, your library, and Metronet. Please be thorough – the Board relies on this information when considering scholarship applications.

(continued)

4. 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 (\$1000 max)	Amounts being received from other sources <i>(your organization, other scholarships, etc.)</i>	Source of other funding <i>(your organization, other scholarships, etc.)</i>
Registration or Tuition				
Transportation*				
Lodging				
Meals				
Substitute				
Parking				
Required Materials				
Other (specify)				
Other				
Other				
TOTAL				

* 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.

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

If Yes, when (month and year)?

Typed name will act as signature

Signature

Date

Scholarship may be mailed or emailed to info@metronet.lib.mn.us.

RECEIPTS AND BRIEF REPORT FOR WEBSITE MUST BE SUBMITTED TO THE METRONET OFFICE WITHIN 30 DAYS OF COMPLETION OF EVENT TO RECEIVE PAYMENT. REIMBURSEMENT FORM WILL BE PROVIDED UPON APPROVAL OF SCHOLARSHIP APPLICATION.