



Metronet
SERVING TWIN CITIES LIBRARIES

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>

Metronet Continuing Education 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 in library/media or other job-related fields. The award can cover participation or participate in professional engagements that advance libraries and librarianship, e.g. library professional association committees. Priority is given to events and activities that supplement an individual's current career. Scholarship funds are awarded as an incentive for individual growth and development.

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

1. Scholarship applications must be received 8 weeks prior to the training/event to be funded. Scholarships will not be awarded retroactively.
2. Priority is given to applicants who are employed by a Metronet member library. Preference is given to staff not at the system/district level. First-time scholarship applicants also receive preference. You can view the [membership list](#) on the Metronet website 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 fee
 - 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
 - c. Tuition fees for an ongoing library certification/degree program. (Note: A single class that is demonstrably related to the applicant's current position may be considered.)
6. Individuals may apply for up to \$500.00. 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. 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 article for the Metronet website about the event they attended. You can find links to previous recipients' articles at <http://metrolibraries.net/scholarships/>. 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 must be sent via email to info@metronet.lib.mn.us.)
 - c. **Receipts/reimbursement request and article must be received by Metronet within thirty (30) days of the completion of the event.**
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 Metronet 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: info@metronet.lib.mn.us.

