



## *SOUTH CENTRAL KANSAS LIBRARY SYSTEM*

### **SCKLS 2010 CONTINUING EDUCATION REGISTRATION REIMBURSEMENT GRANT GUIDELINES**

01-10

Annually, the South Central Kansas Library System has \$45,000 available for Continuing Education Registration Reimbursement Grants. Eligibility is open to public, school, academic and institutional member librarians and staff and public library trustees who are attending trustee-related programs or conferences. The purpose of the grants is to reimburse member librarians, staff or public library trustees for registration costs to attend library-related continuing education activities during the 2010 calendar year. Other costs, such as travel, food, lodging and textbooks are the responsibility of the member library, librarian or trustee.

#### **Examples of library and trustee-related continuing education activities include:**

Registration costs for attendance at regional, state, national or international library conferences or meetings such as KLA, KASL, CULS, ALA, ALTA, AASL, ACRL, PLA, and ASRL.

Registration costs for attendance at workshops and trainings offered by ExecuTrain, Career Track, Skillpath, New Horizons Computer Learning, Bureau of Education and Research, Wichita State University Center for Management Development, Bibliographic Center for Research (BCR) and other commercially or not-for-profit sponsored continuing education programs.

Tuition costs up to \$750 for one or more library-related courses per year offered by an accredited university, college, community college or vocational school or classes offered through the Emporia State University School of Library and Information Management, Wichita State University School of Library Media Program or other institutions of higher learning.

#### **Other grant stipulations are as follows:**

Registration costs will not be reimbursed for amounts greater than \$750. Other costs, such as travel, food, lodging, fees and textbooks are the responsibility of the member library, librarian or trustee.

Applicants must be employed in a library position in a SCKLS member library or an official of an SCKLS member library to be eligible to request reimbursement for continuing education activities.

Only those continuing education activities attended while employed are eligible for reimbursement.

Frequency of grants to librarians and staff of the same library may be taken into consideration based on the availability of funds.

Grants will be distributed on a first-come, first-serve basis until the total budgeted amount is expended. To determine the eligibility of continuing education activities or the availability of funds contact Tom Taylor, SCKLS.

Applicants for continuing education grants will be notified within 15 days about whether they will receive a grant. Grant checks will be distributed to recipients within 30 – 60 days of the approval of the applications.

**IMPORTANT: Applicants must provide a copy of registration or payment information with their applications.** SCKLS requests applicants to make their own registrations with the CE provider and then submit documentation of registration or payment for reimbursement.

If necessary, the application review process may be extended for 30 days in the case of applications that require review by an SCKLS Continuing Education Registration Grant Fund Committee.

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