



This project is made possible by a grant from the U.S. Institute of Museum and Library Services

Nebraska Library Commission 21st Century Librarian Scholarship Steps for a Successful Scholarship Program Experience

Also available at <http://nlc1.nlc.state.ne.us/nowhiring/scholarships/orientation.asp> ← **BOOKMARK THIS**

Congratulations! The Nebraska Library Commission is pleased to award you this 21st Century Librarian scholarship and we hope you will take advantage of all it has to offer. This program is not just about paying for your tuition, fees, and books. It's about enhancing your educational experience and helping prepare you for a successful library career.

Listed below are the major components of the scholarship program and the paperwork mentioned in your award letter that needs to be processed for this program to go smoothly.

First steps—complete and submit these forms right away—PDF forms completed with older versions of Adobe may not save text:

- Agreement**
 - Indicates your official acceptance of the scholarship and your agreement to the conditions/expectations associated with the award. We cannot disburse funds until we have this document on file.
 - Please complete, sign and return one copy; keep the second copy for your records.
 - Original signature required. *Must be submitted by mail.*
- Authorization to Release Educational Records**
 - To be completed once and submitted at the same time as the signed agreement. We send this to your school for them to keep on file. We cannot disburse funds until we have this document on file.
 - Available at <http://nlc1.nlc.state.ne.us/nowhiring/scholarships/authorizationform.pdf> (fillable, savable, and printable) and <http://nlc1.nlc.state.ne.us/NowHiring/Scholarships/AuthorizationForm.doc> (savable and printable)
 - Original signature required. *Must be submitted by mail.*
- Course Plan**
 - To be completed once and submitted at the same time the signed agreement. The plan helps us determine your total award amount for the duration of your scholarship program. It may be revised with permission of the Scholarship Committee, should the total number of hours change.
 - Available at <http://nlc1.nlc.state.ne.us/NowHiring/Scholarships/CoursePlan.pdf> (fillable, savable, and printable) and <http://nlc1.nlc.state.ne.us/NowHiring/Scholarships/CoursePlan.doc> (savable and printable)
 - *May be submitted by mail, e-mail, or fax.*
- IRS W-9**
 - To be completed once and submitted at the same time as the signed agreement. Must be on file for any request for reimbursement to be processed.
 - Available at <http://nlc1.nlc.state.ne.us/NowHiring/Scholarships/W9.pdf> (fillable, savable, and printable)
 - Original signature required. *Must be submitted by mail.*

Next steps:

- ❑ **Notice of Enrollment** form (required before the start of each academic term)
 - Complete a separate notice for each school you are attending.
 - Available at <http://ncl.nlc.state.ne.us/NowHiring/Scholarships/EnrollmentForm.pdf> (fillable, savable, and printable) and <http://ncl.nlc.state.ne.us/NowHiring/Scholarships/EnrollmentForm.doc> (savable and printable)
 - *May be submitted by mail, e-mail, or fax.*
- ❑ **Stipends**
 - These stipends are payments for use toward pre-approved, scholarship-related expenses beyond your scholarship award. You may apply for up to \$2,000 total in stipends throughout your scholarship period. Stipend applications are reviewed periodically throughout the year. These stipends are awarded on a reimbursement basis. Details are available at <http://ncl.nlc.state.ne.us/NowHiring/Scholarships/Stipends.asp>. Opportunities will also be announced on the Facebook page, particularly in the Forum (<http://www.facebook.com/NebraskaLibrarians>).
 - Types of stipends offered:
 - Laptop computers (one per scholarship recipient, regardless of number of scholarships received by the recipient);
 - Student-level association dues in the Nebraska Library Association, or Nebraska School Librarians Association, or a regional or national library-related professional organization; and
 - Attendance (travel, lodging, meals, and registration expenses) at one library-related national or regional conference.
- ❑ **Request for Payment** form
 - Request reimbursement, as needed, for course-required materials, including books, and stipend expenses. Copies of receipts from purchase must accompany the form. You must have an IRS W-9 form on file with us (see form instructions above).
 - Request for Payment form available at <http://ncl.nlc.state.ne.us/NowHiring/Scholarships/PaymentRequest.pdf> (savable and printable)
 - Original signature required. *Must be submitted by mail.*
- ❑ **Nebraska Librarians Learning Together Facebook page**
 - Obtain a Facebook account and “like” the Nebraska Librarians Learning Together Facebook page (<http://www.facebook.com/NebraskaLibrarians>). You will need to “allow” the Forum app, which is where you will post your training feedback. You are expected to have a Facebook account and to become a part of this support network and learning community.
 - This is the platform for staying up-to-date with stipend and value-added learning opportunities. Professional librarians will use this platform as a way to network with you and mentor you. Feel free to post library education- and profession-related questions on this page and follow the threads as peers, educators, and professionals respond to your posts.
- ❑ **Surveys**
 - You are expected to complete at least two online surveys, one at the start and one at the conclusion of your scholarship. The baseline survey is accessible at <https://www.surveymonkey.com/s/F6R3S5N>. Later, we will send you an e-mail with the link to the follow-up survey. The information we gather helps us continually improve the scholarship program and is part of our federal grant reporting requirements. We thank you in advance for your participation!

More steps!

❑ **Training sessions**

- Participate in at least three (3) pre-approved online or face-to-face **training sessions** and report on your experiences. You are expected to complete this requirement within your scholarship period.
 - Training sessions: Opportunities will be listed in the Facebook page FORUM (http://www.facebook.com/NebraskaLibrarians?sk=app_202980683107053). We encourage you to browse through the forum topics in case you've missed some announcements to maximize your chances of finding sessions of interest to you. Sessions will be offered in the following formats:
 - Live online webinars—May be recorded and available for later viewing.
 - Archived online webinars—Watch these when it's convenient to you.
 - Face-to-face seminars or workshops—Offered statewide at no cost to you.
 - Reporting on your experiences: For each of the three (3) training sessions, you will post in the Facebook FORUM (http://www.facebook.com/NebraskaLibrarians?sk=app_202980683107053) under the name of the session you participated in or viewed and explain what you learned in the session or how it could apply to your work environment by commenting on the post. Once you have posted, send an e-mail to kathryn.brockmeier@nebraska.gov (subject line: Training Feedback), and provide us with the date of your training.
- An optional two-day, all-expenses-paid **training seminar in 21st century skills** may be offered in 2013 or 2014. We'll send you an invitation with details as soon as the date is set. We strongly encourage you to take advantage of this opportunity.

❑ **Feedback**

- From time to time, we'll request input from you about various aspects of the scholarship program. For example, we might ask what your special interests are or what areas of library work you'd like to learn more about, so we can offer training sessions and network opportunities of interest to you.

❑ **Contact information changes**

- E-mail us at kathryn.brockmeier@nebraska.gov (subject line: Contact Info Change) with any changes in your contact information, including current address, permanent address, phone number, and e-mail address.

Questions?

We look forward to working with you! Please contact Kathryn Brockmeier, Grant Program Manager, kathryn.brockmeier@nebraska.gov, 402-471-4002, or the Grant Team with any questions you may have:

IMLS Grant Team
IMLS Laura Bush 21st Century Librarian Program
Nebraska Library Commission
1200 N Street, Ste. 120
Lincoln, NE 68508
402-471-2045 or 800-307-2665 (NE only)
NLC.IMLSGrant@nebraska.gov