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FRIENDS OF THE HEIGHTS LIBRARIES POLICY GUIDELINES

The FRIENDS of the Heights Libraries is now accepting applications from residents of Cleveland Heights and University Heights, as well as non-resident employees of the Heights Library system, for the Library Education Scholarship.

PURPOSE: To encourage careers in librarianship by providing financial assistance to pursue a graduate degree in library science.

SCHOLARSHIP INFORMATION: The Library Education Scholarship provides grants which do not require repayment. The awards will be of an equal, set amount of \$750. Scholarships may be used to help meet educational costs including tuition, books, seminar registration fees, and any related expenses.

ELIGIBILITY: Any person living in either Cleveland Heights or University Heights for at least one year prior to application, or any employee of the Heights Library system for at least one year prior to application, who wishes to further their education in the field of library science having completed at least one semester from an ALA-accredited library school may apply. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination through this scholarship program on the basis of:

- Race
- Color
- Sex
- sexual orientation
- national origin

PROCEDURE: Applicants applying for the first time must submit the First Time Scholarship application (available online at <http://friendsheightslibraries.org/library-science-scholarship>) and include

- a complete college transcript
- a personal statement about vocational objectives
- three letters of reference, including one from present employer
- proof of continued enrollment

Renewing Applicants must submit the Renewing Scholarship application (available online at <http://friendsheightslibraries.org/library-science-scholarship>) and include

- a complete college transcript
- proof of continued enrollment

Completed applications should be downloaded, signed and dated, and emailed to scholarships@friendsheightslibraries.org or sent to FRIENDS of the Heights Libraries Scholarship Committee
2345 Lee Rd., Cleveland Hts., OH 44118

Scholarship applications are accepted three times a year –

- Fall Semester - between April 15 and May 31
- Spring Semester - between August 15 and September 30
- Summer Semester - between January 15 and February 28

All application materials, including the three letters of reference, must be received by the **Friends of the Heights Libraries** by the respective semester deadline.

A committee made up of at least three members (composed of at least one member of the FRIENDS Board (serving as committee chair), the Director of the CH-UH Library, and one additional FRIENDS member in good standing) will review the applications, meet with the applicants, and inform the Board of their selections. The interviews will be scheduled at applicant's availability.

Scholarship funds are budgeted and allocated in advance. If there are additional acceptable candidates than the budget allows, the Committee could make the recommendation to award scholarships to those additional acceptable candidates.

Recipients of the Scholarship grant will be notified by the 15th of the deadline month.

CONTACT: scholarships@friendsheightslibraries.org