

HELEN M PLUM MEMORIAL LIBRARY
CAROL ANNE ROBBINS SCHOLARSHIP

REGULATIONS

April 26, 2007

PURPOSE:

This scholarship exists as a result of a bequest from the estate of Carol Anne Robbins, who directed that money be provided "to fund an endowment for a perpetual scholarship for students who are obtaining undergraduate or graduate degrees in the field of Library Science."

The intent of the scholarship is to support students with demonstrated scholarship, talent and potential in their studies in the library profession, leading to an accredited degree.

The scholarship may be used for tuition, books, fees, computer equipment, or other expenses related to the pursuit of the appropriate degree.

FUNDING AND PAYMENTS:

Funding consists of interest earned on investments of \$160,000 received in July and November, 2003, as a bequest from the estate of Carol Anne Robbins. The amount of the award will be announced in the spring of each year, based on an estimate of the amount of earned interest as of the following June 1.

The \$160,000 will be invested by the Board of Trustees in library funds.

The interest earned as of June 1 of any given year shall be given to students, once a year, divided between undergraduate study and graduate study. If no qualified applicant is chosen for a scholarship, the money may be re-apportioned. The Library reserves the right not to award any scholarship if no qualified candidates apply.

The money will be paid directly to the student, upon receipt of proof of payment of expenses.

APPLICATION PROCESS:

The application and deadline will be announced every spring.

Candidates must apply on the form provided.

Only those candidates whose complete applications (including all required grade reports, references, etc.) meet the established deadline will be considered.

Recipient must submit proof of acceptance in the appropriate academic program, and specify the semester of study for which the scholarship is requested, on or before the application deadline date.

In addition to three references being required, qualifying candidates may be personally interviewed by the selection committee.

APPLICANT'S RESPONSIBILITIES:

Recipient must forward grade reports of completed courses for the semester of study to the Carol Anne Robbins Scholarship Committee, c/o the Helen M. Plum Memorial Library, within thirty days following the semester's conclusion. These need not be official transcripts.

If, for any reason, the scholarship recipient is unable to complete the required course work for the semester, the recipient must refund the total amount of money received.

ELIGIBILITY:

Applicant must be a resident of Illinois and a citizen of the United States or one of its territories.

Eligible recipients shall be enrolled in, or accepted by, an accredited program at one of the following levels:

- Library Technical Assistant
- Undergraduate degree in library science
- Graduate degree in library science (ALA accredited)

Each person shall only be eligible for one scholarship award.

Applicants for the graduate scholarship must have completed a bachelor's degree from an accredited four-year college or university with transcripts of all academic work submitted to the Carol Anne Robbins Scholarship Committee.

Applicants for an undergraduate scholarship must have completed high school from an accredited high school with transcripts of all academic work submitted to the Carol Anne Robbins Scholarship Committee.

SELECTION CRITERIA:

Selection will be based on academic excellence as demonstrated by references and a history of academic achievement, and a commitment to library service as demonstrated by a written essay, and written references. A personal interview may be part of the process. A numerical matrix is used to evaluate various criteria. Qualified applicants who are current regular employees of the Helen Plum Memorial Library will be given extra credit in the evaluation, but are not guaranteed the scholarship solely on the basis of their current employment at the Plum Library.

SELECTION OF SCHOLARSHIP WINNERS:

An awards committee, which is chosen each year by the Plum Library Director, will consist of a professional library science educator, and two professional librarians not employed by the Helen M Plum Memorial Library who will make recommendations to the Plum Library Director. The Library Director and Board of Library Trustees are solely responsible for final selection of scholarship winners.

Each applicant will be notified of the action taken on the application within one month after the award winner is chosen.

Scholarship recipients are expected to communicate in writing to the Plum Library Director, after completion of coursework for which the scholarship was awarded, how they benefited from the scholarship, including their next steps in the career plan.

HELEN M. PLUM MEMORIAL LIBRARY
CAROL ANNE ROBBINS SCHOLARSHIP
APPLICATION, 2007

The Helen M. Plum Memorial Library is now accepting applications for a scholarship for graduate or undergraduate study in the field of library science.

The intent of the scholarship is to support students with demonstrated scholarship, talent and potential in their studies in the library profession, leading to an accredited degree.

The scholarship may be used for tuition, books, fees, computer equipment, or other expenses related to the pursuit of the appropriate degree.

The amount to be awarded as of July 1, 2007, is

Undergraduate scholarship: Two scholarships, \$400 each.

Graduate scholarship: Two scholarships, \$2,750 each.

Applicants must apply according to the following guidelines.

The application deadline is 5:00 p.m., Friday, June 8, 2007.

Applications must be mailed or delivered to the following. Do not submit via email.

Carol Anne Robbins Scholarship Committee
c/o Robert Harris, Director
Helen M. Plum Memorial Library
110 W. Maple St.
Lombard, IL 60148

Complete the following. Type, print or write legibly.

Name _____

Street address, city, state and zip code:

Phone number: _____

E-mail address: _____

This application is for GRADUATE STUDY _____

UNDERGRADUATE STUDY _____

I have been accepted at (school) _____

I will be enrolled in (name of program) _____

This scholarship is for (dates of courses) _____

Include the following as attachments:

1. For **undergraduate** applications, include a certified transcript of library-related colleges courses to date, or, if none were taken yet, from an accredited high school, showing your overall grade point average.

For **graduate** applications, include a certified transcript from an accredited college, including any library-related graduate work to date, showing your overall grade point average.

2. Written proof of acceptance into the course of study
3. Three written references from people who will comment on your record of academic excellence and a commitment to library service as a career, in support of this application.
4. A brief description of any paid or volunteer library work. Include name of library, address, dates worked, and the nature of your work.
5. A listing of any library-related organizations of which you were a member.
6. An essay of no more than one page typed or computer printed, double spaced, commenting on
 - the value of libraries
 - why you want to be a library worker

Sign and date this form, and submit it to the address shown above.

"I certify that all information provided is complete and accurate to the best of my knowledge. I have read and understand the 'Carol Anne Robbins Scholarship Regulations' and agree to abide by them as part of this application. I am a resident of Illinois and a citizen of the United States or one of its territories."

Signature

Date