



## **GRADUATE SCHOLARSHIP INSTRUCTIONS**

The Fairfax Library Foundation provides Graduate Scholarships of up to \$5000 to an individual for an academic program or college-level course/courses that are part of an academic program. Internet /online courses and programs qualify.

### **ELIGIBILITY**

- All individuals who live, work, volunteer or attend school within Fairfax County or the City of Fairfax. However, the award sponsored by the George Mason Friends, Inc., may only be granted to an employee of the Fairfax County Public Library system or a volunteer of the Fairfax County Public Library system, the Fairfax Library Foundation or a Friends of the Library group.
- Applicant must be enrolled or accepted for enrollment in a graduate program.
- An eligible individual may apply for a scholarship each year.

### **SCHOLARSHIP APPLICATIONS ARE ACCEPTED FOR THE FOLLOWING:**

- Library Science at an American Library Association (ALA) accredited school -- such as Master of Library Science (MLS), Master of Arts, Master of Librarianship, Master of Library and Information Studies (MLIS)
- Information Systems and Technology
- Business or Public Administration, Management
- School Counseling
- Education, Adult Learning, Early Childhood Studies, Master of Arts in Teaching

### **DEADLINE**

The application deadline is April 15. The application must be complete and received or post-marked by the deadline date (or the next day if the 15<sup>th</sup> is a Sunday or holiday).

### **INCOMPLETE, PARTIAL, OR LATE APPLICATIONS WILL NOT BE CONSIDERED**

Scholarships are awarded on a merit basis without regard to race, gender, religion, age, physical disability, or sexual orientation. Factors evaluated include the following:

- Demonstrated academic achievements
- Library-related work and/or volunteer experience
- Commitment to a library career
- Library-related work and/or volunteer experience

## **AWARDS**

Up to five awards may be granted:

- Three awards for \$3,000 each in a Library Science discipline or in another of the disciplines listed above
- One award for \$5,000 sponsored by the George Mason Friends, Inc. for Library Science to an employee of the Fairfax County Public Library system or a registered volunteer of the system
- One award for \$5,000 sponsored by the Great Falls Friends, Inc.
- One award for \$5,000 sponsored by the Burke Centre Friends, Inc.

The Foundation will determine the number of scholarships awarded each year dependent on the availability of well-qualified candidates and funds. The Foundation is not required to select a recipient if none of the submissions merits the award in a given year.

## **NOTIFICATION**

All applicants will be notified of the Foundation's decision within six to eight weeks of the application deadline date.

### **ALL FOUNDATION DECISIONS ARE FINAL AND NOT SUBJECT TO APPEAL**

## **PAYMENT POLICY**

Payment will be made directly to the school for crediting to your account. Awardees will receive instructions with their letter of notification.

While these scholarships seek persons with potential for future work or volunteer service in a library environment, Fairfax County Public Library cannot guarantee a future opportunity for paid employment or volunteer service.

Follow the instructions on the application. Please type, print or write your application clearly and attach any documentation required. If an item needs additional clarification and the space is not adequate on the application form, attach a sheet with the additional information.

Your statement describing the specific competencies or characteristics you believe you have to offer a library system will be critical to the selection process. Describe those activities which indicate your potential for achievement in your profession and include any plans for professional work after completion of your proposed plan of study.



**GRADUATE SCHOLARSHIP**  
**APPLICATION FORM**  
**DEADLINE APRIL 15, 2024**

**Answer each item completely. Please type, print or write legibly.**

**NOTE: Late, partial or incomplete applications will not be considered.**

Attach additional sheets when necessary.

1.	LAST NAME: _____	FIRST NAME: _____
2.	STREET ADDRESS _____	
3.	CITY _____	STATE _____ ZIP _____
4.	TELEPHONE: HOME _____	CELL _____ WORK _____
5.	E-MAIL _____	
6.	<p>I am an employee of the Fairfax County Public Library or Fairfax Library Foundation:          My present employee position/job title is: _____          I work at the following branch/es or office/s: _____          Full time: _____ or part time: _____ hours per week          I have worked in this position since: _____</p> <p>Please use additional sheets to document previous jobs held in the library. Include position/job title, branch or office locations; full time or part time (and how many hours per week), time in position)</p>	
7.	<p>I am or have volunteered for the Fairfax County Public Library, Fairfax Library Foundation, or a Fairfax County Friends of the Library group:          I am a current volunteer at the following branch/es or office/s: _____          My duties include: _____          I've been a volunteer here since the following date: _____          I have completed the following total number of volunteer hours since I started: _____</p> <p>Please use additional sheets to document other volunteer jobs in the library. Include duties; branch or office locations; hours per week; time in position.</p>	
8.	<p>Other work and/or volunteer history          List part-time and full-time jobs, internships, volunteer jobs, etc. covering the last three years, <u>excluding descriptions from Items 6 and 7.</u></p> <p>EMPLOYER: _____          Description of work _____          Dates _____          Hours per week _____</p> <p>EMPLOYER: _____          Description of work _____          Dates _____          Hours per week _____</p> <p>Please use additional sheets to document other jobs.</p>	

9.	My undergraduate degree is from _____ Date degree earned _____ Major field of study _____
10.	I have a graduate degree. No ___ Yes ____  If yes: My graduate degree is from: _____ Degree/field of study _____ Date degree earned _____  CONTINUE WITH: QUESTION 11 IF BEGINNING A GRADUATE PROGRAM OR QUESTION 12 IF CONTINUING A GRADUATE PROGRAM.
11.	<input type="checkbox"/> <b>I have been accepted at the following ALA accredited academic institution:</b> _____  My expected date of graduation is _____ with a graduate degree in one of the following: <input type="checkbox"/> MLS <input type="checkbox"/> MLIS <input type="checkbox"/> Information Systems & Technology <input type="checkbox"/> Business Administration <input type="checkbox"/> Public Administration <input type="checkbox"/> School Counseling <input type="checkbox"/> Adult Learning <input type="checkbox"/> Education <input type="checkbox"/> Early Childhood Studies <input type="checkbox"/> Master of Arts in Teaching <input type="checkbox"/> Other _____  <ul style="list-style-type: none"> <li>• Evidence of college/university acceptance (attach a copy of a letter of acceptance, payment receipt)</li> <li>• Academic institution student account or ID number _____</li> </ul> <b>Continue with item 13.</b>
12.	<input type="checkbox"/> <b>I am continuing my education at the following ALA accredited academic institution:</b> _____ My expected date of graduation is _____ with a graduate degree in one of the following: <input type="checkbox"/> MLS <input type="checkbox"/> MLIS <input type="checkbox"/> Information Systems & Technology <input type="checkbox"/> Business Administration <input type="checkbox"/> Public Administration <input type="checkbox"/> School Counseling

	<input type="checkbox"/> Adult Learning <input type="checkbox"/> Education <input type="checkbox"/> Early Childhood Studies <input type="checkbox"/> Master of Arts in Teaching <input type="checkbox"/> Other _____  <ul style="list-style-type: none"> <li>• My current cumulative GPA is _____ on a scale of _____ (Attach a copy of transcript from your academic institution)</li> <li>• I have earned the following number of college credits to date _____</li> <li>• My major field of study is _____</li> <li>• Total number of credits required for graduation _____</li> <li>• My expected graduation date is _____</li> <li>• Student account or ID number _____</li> </ul>
13.	<p>List your recent activities: library-related association memberships, family/at home responsibilities, student government, sports, church-related programs, community service programs, committees, arts, music, etc.</p> <p>ACTIVITY/RESPONSIBILITY: _____  Description of duties _____  Dates _____  Hours per week _____</p> <p>ACTIVITY/RESPONSIBILITY: _____  Description of duties _____  Dates _____  Hours per week _____</p> <p>ACTIVITY/RESPONSIBILITY: _____  Description of duties _____  Dates _____  Hours per week _____</p> <p>Please use additional sheets if necessary.</p>
14.	<p>I have previously received a Fairfax Library Foundation Graduate scholarship.  No _____ Yes _____ Indicate date(s) and amount (s): _____</p>
15.	<p>List awards, other scholarships, publication or special recognitions received with dates and brief descriptions. (These should only include college or graduate school.)</p> <p>Please use additional sheets if necessary.</p>
16.	<p>In your own words, please explain why you want to obtain a graduate degree in your chosen field, and how receiving this grant would make a difference for you? What difficulties and challenges do you face in obtaining this degree? How will the courses you are taking prepare you for the future you envision for yourself and in being able to help others in a library system or related system?</p> <p>Please use additional sheets if necessary.</p>

17.	Provide two letters of reference from individuals who are not relatives but who are well acquainted with your background and abilities. One of the references must be from a library manager. Your references are very important to the evaluation process. Make sure the individuals you ask understand the importance of a complete and thoughtful reference.
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**AGREEMENT**

I agree to complete the covered course work or repay up to the full amount of the award within 30 days after the semester/term. I agree to submit a copy of my transcript or other grade report within 14 calendar days of completion of the semester/term as required by the Fairfax Library Foundation.

I authorize the use of my name, photograph and narrative excerpts to promote the Fairfax Library Foundation's Scholarship Program.

I understand the decisions of the Fairfax Library Foundation are final and not subject to appeal.

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Applicant Signature Date

Send completed application to:  
Fairfax Library Foundation  
12000 Government Center Parkway, Suite 329  
Fairfax, VA 22035

**BEFORE SENDING IN YOUR APPLICATION MAKE SURE IT:**

- **IS COMPLETE,**
- **IS POSTMARKED OR RECEIVED BY APRIL 15 (OR THE NEXT DAY IF A SUNDAY OR HOLIDAY),**
- **INCLUDES TWO LETTERS OF REFERENCE.**