

DRAFT
March, 2009

SCHOLARSHIPS AND AWARDS STANDING COMMITTEE

****information below is DRAFT****

Introduction:

The Manitoba Library Association administers the selection of candidates for the John Edwin Bissett Memorial Fund (bursary) and the Jean Thorunn Law Scholarship. These scholarships provide funding assistance to Manitobans attending library school. The Winnipeg Foundation holds the funds in trust and handles all financial aspects. MLA provides the selection committee.

Intent:

To select suitable candidates to receive two graduate library bursary/awards held in trust at the Winnipeg Foundation

Membership:

The Committee is chaired by the Vice-President. There should be a minimum of 3, maximum 5 committee members. Members are usually from the MLA board, however MLA members-at-large are also welcome. Committee membership will be established at an MLA executive meeting annually in late winter.

Membership should rotate annually with ideally one continuing member from a previous year to maintain continuity. A chair is determined to act as liaison with the Winnipeg Foundation and to oversee processes. The chair will also report back to the MLA executive on the selection process and results.

Governance:

The Scholarships Committee works on consensus with Chair as a voting member and authority on procedures. The committee reports directly to the MLA executive board. The selection meeting will be in person or via teleconference. Shared information including revised documents such as the list of winners will be stored on the secure executive website. Documentation to be used include the scoring sheets, and distributed information including the application form, reference form, FAQ, website and advertising poster.

The funds were established in the early 1970s and some requirements have been adapted for modern learning. A FAQ was established to aid in determining eligibility guidelines to allow for the intent of the scholarships to be supported while being flexible to changing times.

The Committee must meet by June 30 to determine amounts granted with letters to recipients no later than mid July.

Committee is sanctioned according to bylaws of MLA.

Duties/Deliverables:

- Advertise the scholarship on the MLA website, listserv and through Canadian library schools and other associations as appropriate.
- Receive applications for June 1.
- Confirm eligibility and completion applications of candidates.
- Hold meeting to determine funds distribution.
- Liaise with the Winnipeg Foundation.
- Issue letters to applicants by mid-July.
- Review procedures annually for improvements and updating.
- Update necessary documents annually, including list of winners.
- Publish names of winners to listserv (with their permission).

Guidance/Jurisdiction:

- The scholarships are not academic awards. They are bursaries to provide support in allowing qualified and promising Manitobans to pursue an academic degree in librarianship.
- All Committee members must read the Scholarship FAQ, poster, application forms and intent of both funds to familiarize themselves with the intent, goals and criteria of the bursary/scholarship.
- Committee chair must liaise with Winnipeg Foundation to determine that year's allowable amounts (which can vary depending on economic performance of funds) prior to the scholarship committee's first meeting.
- The committee decides if candidates meet criteria as outlined in the scholarships' intent. A scoring sheet is used to weigh candidates on academics, references and the personal statement.
- Ultimate decisions on who receives amounts lays with consensus within the committee.
- The Committee may decide how much to provide each applicant out of allowable funds. Amounts can be divided as committee sees fit and may be larger than the advertised typical amount per award (up to \$6500 for Bissett and up to \$3000 for Law).
- For applicants who apply to both funds, the Committee may elect not to provide a candidate with funds from both. Amounts and which awards are at the discretion of the committee and may be influenced by number of applicants per award.
- Letters are to be presented directly by the student to the library school for the Winnipeg Foundation to provide funds. Instructions are included in the letter to the student directing them to present to the school with the Foundation contact information.

- If the amount of the award exceeds an individual's tuition it is the responsibility of the receiving library school to issue a cheque to the student for the balance. The Winnipeg Foundation gives the entire amount to the library school no matter what the library school invoices.

Budget:

There is no budget accorded to this committee.

Additional information:

Jean Thorunn Law Scholarship (\$3,000 total available annually)

Established in 1972, this fund is named for Jean Thorunn Law B.A., B. Comm. Hon., B.Ed., B.L.S. Daughter of Thorunn (nee Sigurjonson) and Claude E L H Law. Born in Selkirk, MB on October 26 1925. She received her education in St. Vital and Norwood. She gained a scholarship which entitled her to attend Rupert's Land School for Girls and St. John's College. She taught school for many years and at the time of her death was employed by Winnipeg Public Library.

"The scholarship is intended to assist the recipient in payment of academic fees for one year only and is not intended to defray all expenses...A renewal may be applied for on official forms."

" The scholarship is tenable at any University or College offering an accredited course in Library Science."

"Applicants must be students who have engaged in Library Science during the proceeding twelve months and who have resided in the Province of Manitoba for at least the same length of time. "

John Edwin Bissett Memorial Fund (up to \$15,000 total available annually)

According to the will details, this Memorial Fund is a bursary "to a graduate or graduates of the University of Manitoba who has attended such University for all of his or her undergraduate studies" ... "to enable such person to attend or to assist such person in attending any accredited library school in Canada, the United States of America or England. It is my express desire to encourage persons who plan to be working as a librarian in Manitoba following graduation."

The Committee (in consultation with the Winnipeg Foundation) "may fix such rules and regulations as may appear necessary for the purpose of selecting the library science student and the time or times and manner of payment of the said bursary, with power to withhold payment of the balance of any bursary if it is deemed advisable."

"If in any year either of the said selection committees is of the opinion that no suitable candidate is available, no bursary shall be awarded in such year, but the amount of the bursary in such year may be awarded in a later year."

“It is my wish that the said selection committees consider the capacity, aptitude and scholarship of the applicant for the said bursaries, but I give absolute discretion to the said selection committees to select the best and most promising student in the field...”