

2016 Margery C Ramsay Scholarship Guidelines

The Margery C Ramsay and Barrett Reid Scholarships are awarded in alternate years by the Library Board of Victoria to Victorian public library staff to support their leadership development.

The Board's responsibilities in relation to public libraries are defined in the *Libraries Act 1998*. They include a responsibility 'to oversee cooperation in programs with libraries and information organisations to promote access to library and information resources' and a responsibility 'to exercise leadership and promote high standards in the provision of library and information services'. Awarding the Margery C Ramsay and Barrett Reid Scholarships is one way that the Board promotes high standards in the public library sector.

Value

The 2016 Margery C Ramsay Scholarship is valued at up to \$15,000. Applicants can apply for any amount up to a maximum of \$15,000.

Eligibility

Applicants must:

- be employed within a Victorian public library service
- have a proven record of motivation, as well as interest in and commitment to the values of librarianship and public libraries.

Applicants do not have to be qualified librarians or library technicians. Applications are welcome from managers and staff at all band levels.

Applications can be made jointly by more than one applicant. Joint applications can be submitted by employees at the same or different library services.

Applicants who have previously been unsuccessful are welcome to apply again or resubmit previous applications.

Past recipients of a Ramsay or Reid Scholarship may reapply after a period of five years (from the date of the award of their previous scholarship).

Scope

The Scholarships can be used to fund a broad range of activities including:

- Secondments or internships at a library service or other relevant organisation in Australia or overseas
- Participation in work exchange programs or study tours organised by library associations or other bodies
- Research into issues relevant and important to the future of Victorian public library services, in your own library service or other library service/s within Australia or overseas
- Further education, such as university, TAFE or short courses in librarianship, leadership, management or specialist areas of study
- Attendance at a conference or forum in Australia or overseas.

Applicants are welcome to propose other activities that support their leadership development.

The scholarships aim to develop future leaders in the Victorian public library sector. As such, your application must show how your proposed Scholarship program will support your own professional development. Your application must also demonstrate how you will share your new knowledge and skills to benefit your own library service and the Victorian public library sector as a whole.

Scholarship funds can be used to cover:

- study/course fees
- conference or event fees
- travel costs (e.g. transport, accommodation, meals and travel insurance)
- publication costs (e.g. professional editing and printing)
- research support costs (e.g. consultancy fees, survey data analysis, administrative support)
- staff replacement costs—paid directly to your employer to provide backfill staffing during your Scholarship program—which should not constitute more than one third of the total funds requested
- other costs by prior agreement.

Scholarship funds cannot be used to purchase computer equipment or mobile devices, nor to supplement your personal income (pay your salary, fee for services, or personal living costs). Your employer is expected to continue to cover your salary during this professional development program.

Applicants are encouraged to contact the Scholarship Administrator to discuss the viability and feasibility of proposals. All enquires will be treated confidentially.

How to apply

Applications must be submitted using the Scholarship's application form. Please include:

- A detailed description of the scope of the application
- Clear objectives, rationale and performance indicators
- Key outcomes and benefits for the applicant, their employer and the Victorian library sector
- Commitment from or contact with the organisations to be visited or worked with
- A timeframe for completion of the proposed program, starting no earlier than December 2016
- A strategy for communicating the outcomes of the Scholarship
- A detailed budget, including other funding contributions where applicable
- Demonstration of the applicant's ability to implement the proposed program
- A two-page summary curriculum vitae that indicates highlights and achievements to date
- A letter of support from the applicant's employer. (This should be the library service manager or CEO of the applicant's council/regional library corporation and should indicate the employer's willingness to allow time to participate in the proposed Scholarship program.)

Referees

Two letters of reference, using the supplied forms, are required from referees of your choice. These references will be confidential and are to be mailed directly to the Scholarship Administrator by the

referees. The Administrator may contact the referees on behalf of the selection panel for further information.

Assessment

Applications will be assessed by a panel of representatives from the Library Board of Victoria, the State Library of Victoria, Public Libraries Victoria Network and the Municipal Association of Victoria.

Applications will be assessed on the following criteria:

- Quality and clarity of proposal
- Benefits to the individual
- Benefits to the employing library service
- Benefits to the Victorian public library sector
- Effective planning (timelines, budget, communication strategy)
- Ability to deliver the proposal
- Innovation
- References.

The timeline for the selection process is as follows:

Applications close	22 July 2016
Selection process and approval by the Library Board of Victoria	August – October 2016
Recipient/s notified	October 2016
Scholarship/s awarded at a presentation event	November 2016

Applicants may be asked to provide more information in written form about their proposals.

Interviews may be arranged for short-listed applicants.

The Library Board of Victoria reserves the right not to award the Scholarship.

Agreement and reporting requirements

The successful applicant will be required to sign a **Scholarship agreement (terms & conditions)** before the Scholarship is awarded. The agreement covers reporting timelines, use of copyright materials, plagiarism, acknowledgements, use of social media and research protocols.

Within one month of the Scholarship being awarded, the recipient must submit a **Program and Communication Plan** detailing the planned activities, timelines and communication activities for their Scholarship Program. Preparing the Program Plan allows the recipient time to make travel arrangements, confirm visits to host organisations etc. The Communication Plan details how the recipient intends to share their enhanced skills with others in the library sector to maximise the collective benefits of the Scholarship. At a minimum you should plan to present at a general meeting of Public Libraries Victoria Network.

During the Scholarship program, the recipient will be required to submit brief **quarterly progress reports** to the Scholarship Administrator.

Within six months of completion of the program identified in their Scholarship proposal, the recipient must forward a **final report** to the Administrator, which will be submitted to the Advisory Committee on Public Libraries (a committee of the Library Board of Victoria). The final report should cover:

- the background to the recipient's Scholarship program, including rationale and objectives
- the full schedule of activities, including libraries, organisations and individuals contacted and/or visited
- a substantial piece of reflective writing, outlining the personal learning, immediate implications for work practice at the recipient's library service, and recommendations for the wider library sector
- a reference list or bibliography (if applicable).

The recipient will also be required to submit an **acquittal of Scholarship funds**.

Templates for the Scholarship agreement, Program and Communication Plan, progress reports, and acquittal of funds can be viewed on the Victorian Library Infonet at <http://www.libraries.vic.gov.au/infonet>. There is no template for the final report.

How to apply

Applications for the Scholarship marked 'Confidential' should be sent by **4pm Friday 22 July 2016** to:

Jessica Cannane
Ramsay and Reid Scholarship Administrator
Public Libraries and Community Engagement Division
State Library of Victoria
328 Swanston Street
Melbourne Vic 3000

Remember to include:

- Your completed application form
- A brief (two page) curriculum vitae
- A letter of support from your library service manager/CEO.

Referees should mail their letters of references (using the supplied form) directly to the Administrator.

Please direct any questions to the Scholarship Administrator on 03 8664 7323 or jcannane@slv.vic.gov.au. All enquiries will be treated confidentially.

Frequently asked questions

Is the selection panel looking for applications on a particular theme or topic this year?

No, the selection panel has no preconceived ideas on what topics, themes or activities will be funded each year. As a starting point to inspire ideas, a list of possible research topics is provided at <http://www.slv.vic.gov.au/ramsay-reid-scholarships>. Other ideas proposed by applicants are equally welcome. All applications, whether or not they include ideas from the list, will be assessed according to the same criteria. Applications are assessed on their merit and on the benefits they will bring to the individual, their library service and the Victorian library sector, as outlined in the selection criteria.

Is there a minimum amount for a Scholarship application?

There is no minimum amount, but applicants should keep in mind that the Scholarship is intended to fund a substantial professional development program.

Many of the previous recipients have used the Scholarship to fund an overseas study tour or secondment. I cannot spend an extended time away from home due to family commitments. Can I still apply for a Scholarship?

Yes, there are many options for developing a locally-based Scholarship program. Applications are assessed on individual merit and there is no preference given to overseas activities. Local activities might include a research project within your own library service or another organisation; a secondment or work exchange with another Victorian library service; further study in librarianship, leadership, management or a specialist field; a shorter visit or study tour within Australia; or a combination of several activities. You could also consider collaborating with others on a joint application.

Can I apply for a Scholarship to fund my studies at university or TAFE?

Undertaking a university or TAFE program or a short course is a valid use of Scholarship funds. However, as your proposed Scholarship program must demonstrate benefits to the Victorian library sector, your application is more likely to be successful if formal study is undertaken as part of a broader program of work.

Can I apply for a Scholarship to fund a research or study program that runs for 2 or 3 years?

Scholarship programs typically run from a few months to up to one year. This is followed by a period of up to 6 months during which the recipient prepares their final report. Due to the annual timing of the Scholarships, it is unlikely that a Scholarship would be awarded for a proposed program over 12 months in duration (excluding the report writing period).

Can I purchase ebook readers/tablets/laptops/mobile phones in order to carry out a research project?

No, you cannot purchase IT equipment using Scholarship funds.

I would like to visit another organisation as part of my Scholarship program. Do I need to contact the host organisation first?

Yes, it is strongly advised that you contact the host organisation to confirm their support prior to making your application.

I am not sure of the exact cost of my airfare or other expenses at this stage. Can I confirm these details later?

Your application should include your best estimate of likely costs based on information available at the time of application. Having a well-researched and realistic budget is an important factor in the selection

process. The amount of funding cannot be altered after the Scholarship is approved by the Library Board, but minor changes in expenses (within the budget) are to be expected.

Can I change my itinerary or planned activities once the Scholarship has been awarded?

We recognise that opportunities and challenges may arise during the Scholarship period. Proposed changes to your program should be discussed with the Scholarship Administrator. As long as the changes are reasonable, within budget and in line with your original program scope and objectives, it is likely that the changes will be approved.

How much of the Scholarship funds can be put towards staff replacement costs?

We recommend that staff replacement costs constitute no more than one third of the total funds requested (e.g. \$5,000 if \$15,000 is requested). The employing library service will be required to invoice the State Library of Victoria for payment of these funds. The balance of the Scholarship funds will be paid directly to the Scholarship recipient at the award ceremony.

I have supplied a letter of support from my library service manager. Can my library service manager also act as a referee?

Yes, your library service manager is welcome to act as one of the two referees, using the supplied form.

How detailed does the final report need to be?

Your final report demonstrates your engagement with your learning experience and should be a professionally presented and thoughtful piece of work. It does not need to be a referenced research paper of publishable quality (although it can be). Your final report will be submitted to the Advisory Committee on Public Libraries (a committee of the Library Board of Victoria), and you may be invited to make a presentation to the Committee. Your report will be shared publicly via the Victorian Library Infonet. You can view papers from previous recipients at <http://www.libraries.vic.gov.au/cgi-bin/infonet/org.cgi?detail=1&id=64>.

Please feel free to contact the Scholarship Administrator at the State Library of Victoria, Jessica Cannane, on 03 8664 7323 or jcannane@slv.vic.gov.au with any questions or to discuss your proposed Scholarship program.