

To: Applicants for State Aid Fellowship

From: Dennis T. Clark, Librarian of Virginia

Subject: Policies and Procedures Governing Virginia State Aid Fellowships

- I. The local board or governing body of any public library receiving state aid may request approval from the Librarian of Virginia to allocate funds from its state aid grant for a fellowship for the training of professional library personnel. This policy supports the state law requiring certified librarians in appropriate positions.
- II. Fellowship funds will be approved by The Library of Virginia for qualified applicants recommended by the local board or governing body under the following terms:
 - A. A fellowship may be made to any resident of the Commonwealth who shall pledge, as set out in the contractual agreement, to serve in the sponsoring public library from which the fellowship is made.
 - B. The fellowship shall be used for the purpose of paying expenses of the applicant to attend a graduate library school accredited by the American Library Association.
 - C. The applicant must, at the time of application for a fellowship, submit a letter from the chosen library school stating that he/she has been accepted for admittance.
 - D. Individual fellowships may not exceed forty-eight consecutive months. Annual amounts may vary according to the contract negotiated between the public library and the applicant. The public library board or governing body is responsible for payments to the recipient and any subsequent repayments.
 - E. The annual state aid budget from the public library must specify the amount of the fellowship and recipient's name. The Library of Virginia will monitor the public library's expenditure through the annual certified financial statement.
- II. Contractual Agreement
 - A. Fellowship recipients must agree to work in the capacity of a full-time professional librarian in the sponsoring public library for two years immediately following the receipt of the graduate library degree.
 - B. If no full-time professional position is available in the sponsoring public library, the fellowship recipient may continue to work until a professional position becomes available or may complete service in another Virginia public library that receives state aid.
 - C. If the employment agreement cannot be fulfilled because of illness or other reasons beyond the control of the applicant, the provisions of the contract may be canceled by the Librarian of Virginia.

- D. In the event the recipient is inducted into full-time active military service, any portion of the school year which has not been fulfilled may be deferred until completion of the required military service.
- E. In the event the employee is inducted into full-time active military service, any portion of the contractual employment which has not been fulfilled may be deferred until completion of the required military service.
- F. If for any other reason the employment agreement cannot be fulfilled, the recipient must repay the local public library, on a pro rata basis, for any part of the contractual time that was not worked. Interest will accrue at the rate of 6% per annum from the date of payment. No interest shall be charged during periods of full-time active military service.
- G. Unsuccessful completion of the master's degree program by the student shall be grounds for repayment of the full amount advanced within sixty days to the sponsoring library.
- H. Repayment by employment shall be made within two years following the recipient's graduation or the recipient will be subject to prorated payment of the remaining period within sixty days of the expiration of employment. In the event the employee is terminated by the employing library within the two year employment period, the employee shall reimburse the sponsoring library the prorated amount within sixty days of the separation. The Librarian of Virginia or designee, upon written notice and approval, may waive repayment for good cause as approved by the sponsoring public library board or governing body. The repayment period may be extended by the Librarian of Virginia or designee for extenuating circumstances.
- I. Applicants must sign a promissory note for the amount of the fellowship which will be canceled and returned to the employee upon fulfillment of contractual requirements.
- J. The Librarian of Virginia or designee may extend any of the time frames within these procedures for the student or employee with the showing of good cause.
- K. The Librarian of Virginia or designee may provide interpretations and official responses to these procedures and may from time to time amend these procedures. These procedures became effective September 1, 1991.

SUPPORTING DOCUMENTS (must be sent with application):

- Application for State Aid Fellowship (original and one copy)
- Letter of Admittance
- Resolution or Order
- Contract and Award (original and one copy)
- Promissory Note (original)

**Promissory Note
Virginia State Aid Fellowship**

Richmond, Virginia

_____, 20 ____

I, _____, for value received and pursuant to an agreement with the board or governing body of the _____ Library, dated the ____ day of _____, 20 ____ and attached hereto, promise to pay upon demand to the _____ Library, or order, the sum of _____ (\$ _____) dollars.

The benefit of homestead exemptions as to this obligation is hereby waived, and I agree to pay 15% of the attorney's fee in addition to costs in the event of non-payment upon demand.

Signature

Date

State of Virginia:

City/County of _____:

The foregoing was witnessed by me in my city/county aforesaid by

_____ on this ____ day of _____, 20 ____.

Notary Public _____

My commission expires _____

APPLICATION FOR VIRGINIA STATE AID FELLOWSHIP

The local board or governing body of the sponsoring _____
_____ Library, under a resolution or order dated (copy
attached), hereby applies to The Library of Virginia for a fellowship of \$ _____
from its state aid grant for fiscal year beginning in FY _____ and ending in FY _____
for the purpose of providing a fellowship for the following person:

Recipient Name: _____

Address: _____

Work Telephone: (_____) _____ Home Phone: (_____) _____

Position Held: _____

It is understood that the fellowship is conditional on the successful demonstration by the individual concerned that he/she has been accepted for enrollment in a library school accredited by the American Library Association as verified by a letter of admittance (copy attached) and expects to receive a master's degree from an ALA accredited library school in ☐ 12 months, ☐ 24 months, ☐ 36 months, ☐ 48 months.

It is further understood that the fellowship will be paid from the public library's state aid grant by the sponsoring public library directly to the individual who receives the fellowship.

It is further understood that the public library from which the fellowship is made will provide full-time professional employment to the person receiving the award for a two-year period immediately following the receipt of the degree.

Signature of Applicant Date

Signature of Public Library Board Chair or Representative of Governing Body Date

Approval of Librarian of Virginia Date

**Contract and Award
Library of Virginia State Aid Fellowship
for Position of Certified Librarian**

Upon execution of the following contract and the enclosed promissory note, a fellowship in the amount of \$ _____, chargeable to the state aid grant of the sponsoring _____ Library will be made available to you for study at the _____ Library School over a period not to exceed _____ consecutive months.

Signature of Librarian of Virginia

Date

CONTRACT

In return for the above fellowship, I subscribe to the following terms and conditions:

1. I will serve in a full-time certified professional library position in the sponsoring public library for two years immediately following the receipt of my library school degree. If no full-time professional position is available in the library, I promise to serve for a like period in like capacity in some other Virginia state aided public library.
2. If the agreement in 1. cannot be fulfilled because of illness or other reasons beyond my control, I understand that it may be canceled by action of the Librarian of Virginia. In the event I am inducted into full-time active military service, I agree that any portion of the stipulated employment which has not been fulfilled will be completed immediately following my period of military service.
3. If for any reason other than those stipulated in 1. and 2. I am unable to fulfill the conditions of employment, I promise to repay the sponsoring public library the sums advanced on a pro rata basis for the time that was not worked as contracted. Interest will accrue at the rate of 6% per annum, from the date on which the sums were advanced. I understand that no interest will be charged during any period of full-time active military service. I agree that all refunds shall be made within 60 days of the termination of employment, except that the Librarian of Virginia, after due consideration, may waive repayment upon my written request for good cause and approval by the sponsoring public library board or governing body. The repayment period may be extended by the Librarian of Virginia, because of extenuating circumstances.
4. I attach hereto an executed promissory note as guarantee of service. I understand that this note will be canceled and returned to me when my two years of employment are completed or when required refunds are received by the sponsoring public library. It is understood that while the note is drawn in the full amount of the grant, the drawer will be responsible only for the amounts advanced.

Signature of Applicant

Date