

## **SUBJECT SPECIALIST LLA CONFERENCE ATTENDANCE STIPEND**

- SPONSOR:** Subject Specialists Section
- FREQUENCY:** Annual when merited
- DEADLINE:** December 1<sup>st</sup> of the calendar year prior to the award year.
- PURPOSE:** To provide funding for a Subject Specialist Section member in Louisiana to attend the Louisiana Library Association Annual Conference.
- DESCRIPTION:** Funds to cover *pre*-registration (not onsite; excluding meal expenses), a mileage from the recipient's home town to the conference city, and one night's single lodging at the conference hotel. The amount will be set by Subject Specialists Section officers based on the current budget, *with priority of pre-registration, hotel, then mileage*. The stipend will be offered only in years when the budget is sufficient to cover the expense.

### **EVALUATION CRITERIA specified on the application:**

1. Must currently work in one or more of the following:
  - a. in a special library
  - b. in a special collection of a library
  - c. as a subject specialist in a general library
2. Must be a current member of LLA and a member of the Subject Specialist Section.
3. Preference will be given to persons in an early stage of their professional career.
4. Preference will be given to individuals whose institutions do not fund any portion of conference expenses.

### **PROCEDURE:**

1. Applications shall be in the form of a letter to the awards committee. LLA members may apply for themselves or nominate someone else.
2. Written application should include:
  - a. an outline of the applicant's education and professional experience in the subject specialist field.
  - b. a list of any special accomplishments credited to the applicant.
3. Applications for a given year shall not be kept after the final report is filed.
4. *Pre*-registration for the full conference at the LLA member rate will be prepaid by the Section. This excludes all events with a separate charge such as pre-conferences, meal functions, or tours. Preference is to reimburse the applicant for the hotel room and mileage after the conference. If it can be arranged, the hotel room could be paid for directly to the hotel at the close of conference. Hotel expenses covered include only room and taxes, excluding charges for phone, food, etc.

### **COMMITTEE COMPOSITION:**

1. Committee consists of three members, including the chair, appointed by the Subject Specialists Section Chair.
2. Committee chair is appointed by the Subject Specialists Section Chair.

3. All committee members must hold current membership in LLA, as well as membership in the Subject Specialists Section.

#### **MAJOR RESPONSIBILITIES:**

1. Prepares a notice for the Summer and Fall issues of the *Louisiana Libraries* to solicit nominations
2. Obtains from the Subject Specialists Section chairperson a financial allotment for the committee for the current year.
3. Meets soon after the deadline to review submissions.
4. Determines if an award is merited. If so, notifies the Section Chair and the winner before the pre-registration deadline.
5. If an award is given, provides the LLA Office with information.
6. Establishes mileage using standard state employee travel chart. Contacts conference hotel for room rate.
7. Coordinates with the Subject Specialist Section Chair and Vice Chair/Chair Elect to arrange for announcement of the award at the LLA Conference and Section meeting.
8. Prepares a news release announcing the winner; sends release and photo (if available from winner) to the *Louisiana Libraries* and to the conference publicity chairperson.
9. Arranges for conference currency to pay pre-registration using LLA form. Assists Section Chair for reimbursement payment, and hotel payment if applicable.
10. Section or Committee Chair announces the award at a Subject Specialist Section meeting during the LLA Conference.

#### **REPORTS AND RECORD-KEEPING:**

1. An expense statement shall be submitted to the Subject Specialists Section chairperson as soon as possible after conference.
2. The Committee Chair shall submit a written report of the committee's activities to the Subject Specialist Section Chair no more than thirty days after the annual conference.
3. Committee chairperson must maintain a complete file of all correspondence, winning application, bills, news releases, and clippings; these materials should be forwarded to the succeeding Committee Chair.