

## **SCAMeL Librarian Exchange Professional Development Program**

The SCAMeL Board of Directors is offering funding to facilitate professional development and expertise among the library staff of SCAMeL member libraries by supporting visits to other SCAMeL libraries. Although reciprocal visits are recommended, they may be one-way. SCAMeL will fund up to \$500 per person for a total of \$1,000 for reciprocal visits. Any expense above the limit will be funded by the individual or institution involved.

### **Application Criteria:**

- Applicants will be librarians or other professional staff of SCAMeL member libraries.
- Applications for reciprocal visits will be submitted as a single application.

### **Applicants will submit a proposal with the following components:**

- Name of participant(s)
- Library or libraries to be visited
- Goals of visit(s)
- Suggested visit dates and draft itinerary, with focus on accomplishing goals
- Budget, to include transportation, housing and meals

Proposals will be evaluated by the SCAMeL Professional Development Task Force with special consideration given to the goals presented and how effectively they may be met.

### **Reporting Requirements:**

Recipients will submit a final report to the host institutions as well as to the SCAMeL Professional Development Task Force. Reports will consist of:

- Visiting Librarian's report
  - Name, title, institution of visitor
  - Institution visited and dates of visit
  - Goals for visit
  - Planned itinerary
  - Description of how goals were or were not met by visit
  - Lessons learned
  - Suggestions for improvement
- Site report
  - Name, title, institution of host site coordinator
  - Name of visiting librarian and dates of visit
  - Estimated number of hours to prepare for visit
  - How did the visit provide a new or different perspective for the library management and staff?
  - Would your institution consider hosting another exchange?
  - Suggestions for improvement

- Requests for reimbursement will be submitted for approval to the Professional Development Task Force, which will submit the approved request to SCAMeL for reimbursement.

To apply:

Submit a proposal containing the elements listed above to the Chair, Professional Development Task Force.

Email applications are encouraged.

Proposals are due by **March 1**. Applicants will be notified of the Task Force's decision by April 1.