Requirements
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 a total of $2,000 a year for reciprocal and individual visits. Home institutions will be expected to pay any costs associated with travel not funded through the Librarian Exchange/Professional Development Program.

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:
- Application form can be found on the SCAMeL web site at http://www.tulane.edu/~scamel/grants.htm
- 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 Committee 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 Committee. 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 to the SCAMeL Treasurer for reimbursement. Reimbursement requests must be submitted by August 15.

To apply:

Submit a proposal containing the elements listed above to Rajia Tobia, Chair, Professional Development Committee.

Email applications are encouraged. Email application as an attachment to tobia@uthscsa.edu.

Proposals are due by January 15. Applicants will be notified of the Committee’s decision by February 15.