

Purpose:

This policy will provide for consistent practices in the awarding of scholarships, will ensure that the intentions of donors are honored and will help secure the future value of the Friends of Appleton Library Frank P. Young Scholarship fund.

1. Background:

Frank P. Young (1879-1969) was an educator who served on the Appleton Library (“APL”) Board of Trustees (“library board”) 1921-1938. His wife, Clara Stansbury Young, served on the library board 1957-1972. The Frank P. Young Scholarship Fund was established at APL in 1969 to help students obtain a graduate degree in library science and to further library service in the Appleton community. In 2008, the Friends of Appleton Library (“Friends”) provided a substantial gift and the fund was re-named The Friends of Appleton Library Frank P. Young Scholarship Fund.

2. Endowment fund:

- a. All monies originally donated by the family of Frank P. Young and any additional monies donated to the scholarship fund will be administered in accordance with the fund agreement established by the Friends, library board and the Community Foundation for the Fox Valley Region (“Community Foundation”).
- b. The fund shall be invested within the Community Foundation as an agency endowment fund.
- c. The amount available for scholarships shall be determined annually by the fund agreement.
- d. In any year when no award is given those monies will continue to be invested in the endowment pool and will remain available for distribution.
- e. A copy of the current Scholarship Policy shall be provided to the Community Foundation.

3. Process:

- a. **March:** The Community Foundation informs Friends of the total amount of award available for the year, based on fund agreement. Friends staff informs library staff.
- b. **October:** The library administrative support specialist sends scholarship information to the Milwaukee and Madison Library and Information Studies Schools, to Lawrence University, to the Outagamie Waupaca Library System, and to Fox Cities public and academic libraries.
- c. **November 30:** Deadline for receipt of applications.
- d. **January:**
 - i. The Scholarship Committee meets prior to the library board meeting to select number of scholarship recipients and amounts awarded per scholarship
 - ii. The library board members vote to approve the scholarship(s) selected by the Scholarship Committee, with a majority vote required for approval.
 - iii. Library staff notifies recipient(s) of scholarship award.

iv. Library sends letters of announcement to recipient(s) and recipient(s)' library school(s). Friends staff prepares scholarship check(s) to recipient(s).

4. Qualifications for recipients:

- a. The scholarship is awarded to full or part-time students working toward a master's degree in library science in a program accredited by the American Library Association.
- b. Applicants must submit a transcript with grade(s) from completing at least one term/one course.
- c. In recognition of the long and close relationship of the Frank P. Young family with Appleton and Lawrence University, preference is given to residents of Appleton or the Fox Cities area or graduates of Lawrence University.
- d. Preference will be given to applicants who are currently employed at Appleton Public Library.
- e. As a secondary consideration, preference is given to those intending to work in Appleton or the Fox Valley upon completion of their degree.
- f. An additional consideration may be given to candidates intending to work in public libraries.

5. Award Criteria:

The scholarship is awarded on the basis of:

- a. a letter/resume outlining the applicant's
 - i. educational background
 - ii. work experience
 - iii. volunteer experience
 - iv. career objectives
- b. a completed application form
- c. an official transcript from the library school providing at least one term of completed grades.
- d. two letters of reference
- e. receipt of application materials by the deadline by email.
- f. Payment of awarded scholarship will be contingent upon receipt of evidence that the recipient is currently enrolled and participating in such a graduate program at the time of the award.

2/15; 10/15; 3/22