



LibraryCo Inc. Conference and Continuing Education Bursaries

One of LibraryCo's goals is to improve the education and skill levels of all staff in the county and district law libraries. This memorandum sets out the 2017 funding arrangements for relevant continuing education and conferences.

2018 LibraryCo Inc. AALL Conference Bursary

Purpose of the Bursary

LibraryCo is pleased to support one eligible county and district law library staff member to attend the 2018 American Association of Law Libraries (AALL) conference. This year's conference will be held from **July 14-17, 2018** in **Baltimore, Maryland, USA**.

The American Association of Law Libraries conference provides a unique continuing education opportunity for law librarians and law library staff. The conference runs over the course of four days and four nights. The bursary for one person to attend will be up to \$3,500 Cdn. Actual costs may exceed this amount and would be funded by the individual or association. The bursary is to assist with the cost of registration, accommodation, travel and meals. Payment of the bursary will be made upon fulfilling the Recipient's Obligations below and submission of expense receipts.

Further conference planning information, including details of the educational sessions, may be found at <http://www.aallnet.org/conference>.

Guidelines Governing the Bursary

All Ontario county and district law library staff who meet the following criteria are eligible to apply:

- The applicant must be able to attend the conference in its entirety (Saturday through Tuesday afternoon)
- The applicant is not receiving a bursary from LibraryCo to attend the 2018 SLA annual conference

Preference will be given to first time AALL attendees.

Applicants are responsible for ensuring that they have the necessary travel documents to enter the United States. The bursary does not cover the cost of purchasing travel documents such as passports.

Application Requirements

Applicants should submit, by e-mail, a letter explaining why they want to attend the AALL conference and how they expect to benefit from it.

Recipient's Obligation

The bursary recipient is expected to report to LibraryCo on or before **August 17, 2018** with a summary of the information gained from the conference, together with any ideas they may have as to how this

information could be used within the Courthouse Library System. The summary should be in a format suitable for sharing with other library staff within the Courthouse Library System.

Submitting an Application

Applications must be submitted by e-mail prior to **5:00 pm on February 28, 2018** to sbulhoes@lsuc.on.ca

Should you have any questions about the AALL conference bursary please contact Stephanie Bulhoes at sbulhoes@lsuc.on.ca.

2018 LibraryCo Inc. SLA Conference Bursary

Purpose of the Bursary

LibraryCo is pleased to support one eligible county and district law library staff member to attend the 2018 Special Libraries Association (SLA) conference. This year's conference will be held from **June 9-13, 2018** in **Baltimore, Maryland, USA**.

The Special Libraries Association is the international association representing the interests of thousands of information professionals worldwide. The conference runs over the course of five days and five nights. The bursary for one person to attend will be up to \$3,500 Cdn. Actual costs may exceed this amount and would be funded by the individual or association. The bursary is to assist with the cost of registration, accommodation, travel and meals. Payment of the bursary will be made upon fulfilling the Recipient's Obligations below and submission of expense receipts.

Further conference planning information, including details of the educational sessions, may be found at <http://www.sla.org/attend/sla-2018-annual-conference/>.

Guidelines Governing the Bursary

All Ontario county and district law library staff who meet the following criteria are eligible to apply:

- The applicant must be able to attend the conference in its entirety (Saturday through Wednesday afternoon)
- The applicant is not receiving a bursary from LibraryCo to attend the 2018 AALL annual conference

Applicants are responsible for ensuring that they have the necessary travel documents to enter the United States. The bursary does not cover the cost of purchasing travel documents such as passports.

Preference will be given to first time SLA attendees.

Application Requirements

Applicants should submit, by e-mail, a letter explaining why they want to attend the SLA conference and how they expect to benefit from it.

Recipient's Obligation

The bursary recipient is expected to report to LibraryCo on or before **July 13, 2018** with a summary of the information gained from the conference, together with any ideas they may have as to how this information could be used within the Courthouse Library System. The summary should be in a format suitable for sharing with other library staff within the Courthouse Library System.

Submitting an Application

Applications must be submitted by e-mail prior to **5:00 pm on February 28, 2018** to sbulhoes@lsuc.on.ca.

Should you have any questions about the SLA conference bursary please contact Stephanie Bulhoes at sbulhoes@lsuc.on.ca.

2018 LibraryCo Inc. CALL/ACBD Conference Bursary

Purpose of the Bursary

LibraryCo is pleased to support eligible county and district law library staff to attend the Canadian Association of Law Libraries/Association Canadienne des Bibliothèques de Droit (CALL/ACBD) conference. This year's conference will be held from **May 27 - 30, 2018** in **Halifax, Nova Scotia**. The CALL/ACBD is the premier law library association in Canada. The CALL/ACBD conference is a key continuing education opportunity for law library staff to keep informed on the latest developments in the profession and to network with colleagues.

The conference runs over the course of four days and four nights. The bursary for one person to attend will be up to \$2,100. Actual costs may exceed this amount and would be funded by the individual or association. The bursary is to assist with the cost of accommodation, travel and meals. Payment of the bursary will be made upon fulfilling the Recipient's Obligations below and submission of expense receipts.

In 2018, LibraryCo will support up to **eight** qualified individuals up to an amount of \$2,100 each.

Further conference planning information, including details of the educational sessions, may be found at <http://www.callacbdconference.com/>

Guidelines Governing the Bursary

All Ontario county and district law library staff who meet the following criteria are eligible to apply:

- The law association, as employer, will support the applicant by funding expenses in excess of the bursary amount
- The applicant must be able to attend the conference in its entirety (Sunday through to Wednesday noon)
- The applicant is not receiving additional financial assistance from other travel funds (e.g. the OCLA Travel Bursary, the Eunice Beeson Memorial Travel Assistance Fund, etc.)

Preference will be given to first time CALL/ACBD attendees and to those who have not received bursaries in the past.

Application Requirements

Please apply by e-mail and briefly explain how you expect to benefit from this conference and why you want to attend.

Recipients' Obligations

You are expected to report back to LibraryCo on or before **June 29, 2018** with a summary of the information gained from the conference, together with any ideas they may have as to how this information could be used within the Courthouse Library System. The summary should be in a format suitable for sharing with other library staff within the Courthouse Library System.

Submitting an Application

Applications must be submitted by e-mail prior to **5:00 pm on February 28, 2018** to sbulhoes@lsuc.on.ca.

Should you have any questions about the CALL / ACBD conference bursary please contact Stephanie Bulhoes at sbulhoes@lsuc.on.ca.

2018 LibraryCo Inc. CALL/ACBD New Law Librarians' Institute 2018 Bursary

Purpose of the Bursary

LibraryCo is offering one bursary to support eligible county and district law library staff to attend the New Law Librarians' Institute 2018. This Institute is being presented by the Canadian Association of Law Libraries/Association canadienne des bibliothèques de droit at the Bennett Jones Law Library, University of Calgary from **June 19 - 22, 2018**.

The New Law Librarians' Institute (NLLI) is an intensive, week-long program aimed at developing librarians' skills in the key competencies of law librarianship. The program will feature expert instruction from leading law librarians and law professors, small class size, a mix of lectures and practical sessions. The Institute will be held at the University of Calgary. Attendees will have the option to stay at the University of Calgary Residences for a discounted rate or can choose to stay at a nearby hotel.

The registration fee this year will be \$1,395 plus HST. The registration fee includes Institute sessions and supplemental materials. The registration fee does not include accommodation, meals, incidental expenses or travel to and from Calgary.

The LibraryCo Board of Directors will support one qualified individual up to an amount of **\$2,000** to cover the registration fee for the Institute and assist with accommodation, travel and meal expenses. Attendees and/or their associations will be responsible for any costs in excess of the \$2,000 bursary.

Further information about the Institute will be available shortly at the CALL/ACBD web site at <http://callacbd.ca/NLLI>.

Guidelines Governing the Bursary

All Ontario county and district law library staff who meet the following criteria are eligible to apply:

- The applicant must be in their first five years of work in a law library
- The applicant must be able to attend the conference in its entirety (Tuesday evening through Friday afternoon)
- The applicant are not receiving a bursary from LibraryCo to attend either the AALL Annual Conference or the SLA Annual Conference

Recipients' Obligations

Recipients are expected to provide LibraryCo with a written report on or before **July 27, 2018** with a summary of their participation in the Institute and how they gained from the experience. The summary should be in a format suitable for sharing with other library staff within the Courthouse Library System.

Submitting an Application

Please apply by e-mail and explain how you qualify, how you expect to benefit from this Institute and why you want to attend.

Applications must be submitted by e-mail prior to **5:00 pm on February 28, 2018** to sbulhoes@lsuc.on.ca.

Should you have any questions about the CALL / ACBD New Law Librarians' Institute 2018 bursary please contact Stephanie Bulhoes at sbulhoes@lsuc.on.ca.

2018 LibraryCo Inc. Continuing Education Bursaries for Library Technicians and Law Librarians

One of LibraryCo Inc.'s goals is to improve the educational levels of the staff in the county and district law libraries by providing funding to enrol in continuing education courses. All requests should be pre-approved by LibraryCo prior to commencement of the course.

LibraryCo provides funding for Library Technicians and Law Librarians to enrol in continuing education courses that are directly related to their work in the county and district law libraries. There are a variety of institutions, including colleges and universities that offer courses related to law libraries and law librarianship. Funding is provided at the discretion of LibraryCo and applications for funding will be considered on a case-by-case basis. LibraryCo will reimburse staff the cost of their tuition and any books or other required materials. All Library Technicians and Law Librarians in the county and district law libraries are eligible to apply for continuing education bursaries. LibraryCo will not fund degree-based courses either at the undergraduate or graduate level, including degrees in library/information science.

Application requirements

Applicants will need to determine when the course is available and their eligibility to enrol. Prior to registration, in a brief letter please provide a description of the course and explain its benefits, how the course relates to law libraries and the total cost, including books or other materials. Please send this note to Stephanie Bulhoes at sbulhoes@lsuc.on.ca.

Recipients' obligations

Recipients are expected to write a short note to LibraryCo upon completion of the course and within one month of course completion with a brief summary of the program and how they benefited from the learning experience.

Reimbursement

All applications for reimbursement must include a completed and signed LibraryCo Expense Claim Form and original receipts. The form and receipts are to be sent to sbulhoes@lsuc.on.ca. All expenses must be claimed within one month of incurring the cost or one week after the end of the fiscal year, whichever is earlier.

2018 LibraryCo Inc. Continuing Education Bursaries for Law Library Assistants

One of LibraryCo's goals is to improve the education levels of the non-library trained staff in the county and district law libraries. LibraryCo provides funding for Law Library Assistants in the association law libraries to enrol in continuing education courses. All requests should be pre-approved by LibraryCo prior to commencement of the course.

Library Assistants are eligible to apply for funding to take courses in Mohawk College's Library and Information Technician program. This is a distance education program which will lead to a Library and Information Technician diploma. Courses are internet-based and offer Library Assistants the opportunity to upgrade and enhance their skills. All Law Library Assistants working in the county and district law libraries are eligible to apply for funding from LibraryCo once they have been accepted by Mohawk College.

LibraryCo will reimburse Law Library Assistants the cost of their tuition and any books or other required materials.

Guidelines governing this program

All Law Library Assistants working in county and district law libraries are eligible to apply.

Application requirements

Applicants will need to contact Mohawk College and determine when the courses they wish to take are available and their eligibility to enrol. They will also need to ensure that they have the right computer hardware. Having done this, prior to registration they must write a brief letter to LibraryCo with a description of the course and an explanation of its benefits, how the course relates to law libraries, and the total cost, including books or other materials. Please send this letter to Stephanie Bulhoes at sbulhoes@lsuc.on.ca.

Recipients' obligations

Recipients are expected to write a short note to LibraryCo and send to Stephanie Bulhoes at sbulhoes@lsuc.on.ca upon completion of the course and within one month of course completion with a brief summary of the course and how they benefited from the learning experience.

Reimbursement

All applications for reimbursement must include a completed and signed LibraryCo Expense Claim Form and original receipts. The form and receipts are to be sent to Stephanie Bulhoes at sbulhoes@lsuc.on.ca. All expenses must be claimed within one month of incurring the cost or one week after the end of the fiscal year, whichever is earlier.