



Staff MLS Scholarship Policy

Adopted 6/8/2004

Revised 7/12/2016

The Library's mission, *to empower our community through free and open access to relevant, informative and engaging resources and services*, is primarily accomplished through the expertise of the library staff. The Library offers an opportunity for key staff to upgrade their professional skills and to engage in the current issues in the field of librarianship by funding a scholarship for the Master's degree in Library Science. In order to qualify for this program the following conditions must be met.

Bullitt County Public Library employee(s) must:

- Be full time employee(s).
- Have worked for the library system for two years. Exceptions may be made at the discretion of the Board of Trustees.
- Have the prerequisites required to get admitted into Library School.
- Apply at an accredited MLS program that qualifies for in state tuition rates.
- Get accepted into the MLS program.
- Continue working full time at the library while taking classes.
- Finish the course work within 5 years needed to get the MLS degree.
- Maintain a GPA of 3.0.
- Agree to continue working for Bullitt County Public Libraries for 3 years after completing the degree or will be required to refund 40% of the cost of tuition (see Tuition Assistance Agreement).

The library also sets the following conditions:

- The employee(s) enrolls in a program that most or all of the classes can be taken online or at nearby satellite schools.
- The Library will fund only as many employees as the budget allows.
- The selection process will be by application with the winner(s) being selected by a committee made up of the Director, Assistant Director, and Board of Trustee Members. The Committee has the right to reject all applications.
- The Library will prepay 80% of the tuition cost for the semester and pay the 20% upon proof of satisfactorily completing the class.
- The Library does not pay mileage for driving to or from classes.
- Class time or study time is not included in regular working hours.
- The Library reserves the right to change or modify this policy as future conditions change.