**Requirements**

**SCAMeL Exchange Professional Development Program**

This SCAMeL grant program is designed by the Board of Directors to support professional development opportunities that increase the knowledge and expertise of staff at SCAMeL member libraries by subsidizing visits to other SCAMeL libraries. Although a true exchange of staff members from different libraries is recommended, one-way or non-reciprocal requests are also eligible for funding.

SCAMeL currently allocates a total of $6,000 per year to the Professional Development Committee to support reciprocal as well as one-way, individual visits. Home institutions are expected to pay any costs associated with the exchange not funded through the Librarian Exchange/Professional Development Program.

**Application Criteria:**

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

**Applicants must submit a proposal that includes:**

* Application form found on the SCAMeL web site at <http://www.tulane.edu/~scamel/grants.htm>
* Name of participant(s)
* Library or libraries to be visited that will serve as the host site(s)
* Goals of visit(s)
* Narrative describing the proposed exchange, 500 – 1000 words
* Proposed visit dates and draft itinerary, with focus on accomplishing goals
* Plan for sharing “lessons learned” with others (e.g., in-service at home institution, poster
* presentation)
* Budget for applicant travel costs, including transportation, housing and meals
* Letter of support from applicant’s director, indicating institutional responsibility for any expenses beyond that of the award, if necessary

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:**

Prior to receiving reimbursement for the exchange, recipients must submit a final report to the home and host institutions as well as to the SCAMeL Professional Development Committee.

Reports should consist of:

* Visiting Librarian's (applicant) report
* Name, title, institution of visitor
* Institution(s) visited and dates of visit
* Itinerary
* Goals and description of how goals were or were not met by visit
* Lessons learned and how these will be shared with others
* Would you recommend the program to other colleagues?
* Suggestions for improvement of the exchange program
* Host 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 library management and staff?
* Would your institution consider hosting another exchange?
* Suggestions for improvement of the exchange program

**Reimbursement Requirements:**

After submission of the final report, requests for reimbursement may be submitted to the SCAMeL Treasurer. Reimbursement requests must be submitted by July 15th to facilitate reimbursement during the SCAMeL fiscal year, prior to the Fall meeting at SCC/MLA.

Reimbursements will be made only after receipt of the final report.

**To apply:**

Submit a proposal containing the elements listed above to Will Olmstadt, Professional Development Committee Chair: will.olmstadt@lsuhs.edu

Proposals are due by **February 29, 2024.** Applicants will be notified in March 2024 of the Committee's decision.