

# RARE BOOK SCHOOL Scholarship Application

114 Alderman Library · University of Virginia · Charlottesville, Virginia 22904-4103

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APPLICATIONS for RBS scholarships will be accepted until 5pm, 30 September 2011. The RBS Scholarship Committee will notify scholarship applicants of its decision via email by 18 November 2011. Please note that the timelines between the awarding of scholarships in November and the January sessions are very tight. If you contemplate applying for a January course, please indicate your intention as part of your personal statement when you submit your scholarship application.

Rare Book School scholarship applications may be submitted by mail, fax, or email. Electronic documents should be sent as email

attachments (PDFs are preferred; please, no TIFs or JPGs). If you are in doubt about the appropriate electronic format, we encourage you to mail or fax your application. All materials (including recommendations) must be submitted (or postmarked) by the above deadline. Incomplete or late applications will not be considered. The quickest and easiest way to check on the status of your application is to call 434-243-3948.

Participation in the scholarship program implies acceptance of the Scholarship Terms and Conditions, which may be reviewed at [www.rarebookschool.org/scholarship/terms](http://www.rarebookschool.org/scholarship/terms).

## REQUIREMENTS

1. COMPLETED COPY OF THIS APPLICATION FORM (*NB*: If you are applying for additional support from other sources and have not yet secured funding, please answer the questions based on the information you have at the time of the application deadline. Be sure to check only one box for each question on the following page. If necessary, use numerical estimates for percentages. Use your personal statement to explain any complexities.)

2. CURRENT RÉSUMÉ OR CURRICULUM VITAE (not more than two pages).

3. CONFIDENTIAL LETTER OF RECOMMENDATION which conforms to the following guidelines:

\* *If you are employed*: a letter from your supervisor or employer, including information regarding what institutional support for RBS, if any, is available to you.

\* *If you are self-employed or a student*: a letter from someone (*e.g.* an instructor) who is familiar with your work and interests.

This letter should be sent directly to the Scholarship Committee via any of the methods listed above. Your recommender should include

the following sentence at the top of his or her letter: "This is a letter of recommendation for [your name], who is applying for a scholarship to Rare Book School."

4. PERSONAL STATEMENT (no longer than one page) addressed to the Scholarship Committee which answers the following questions:

\* How will attending RBS help you in developing your professional skills? How will a specific RBS course (or courses) help you meet your career goals?

\* What is the level of your financial need? If you are currently employed, please explain the likelihood of receiving institutional support for tuition, travel, housing, &c., or the circumstances which might preclude such support.

In making its awards, the RBS Scholarship Committee will give special consideration to applicants who represent under-served communities or whose institutions do so. In their personal statements, applicants who meet these criteria should so identify themselves and, as relevant, briefly describe the nature of the communities served.

## BUSINESS ADDRESS

LAST FIRST MR/MRS/MS/DR

TITLE DIVISION

WORKPLACE

STREET

CITY STATE ZIP

## HOME ADDRESS

STREET

CITY STATE ZIP

PREFERRED ADDRESS *Business* \_\_\_ *Home* \_\_\_

## OTHER CONTACT INFORMATION

BUSINESS PHONE FAX NUMBER

HOME PHONE EMAIL

## SECONDARY CONTACT

Because the RBS scholarship award extends over two years, it is important that you designate a secondary contact person in case we are unable to reach you. When choosing a secondary contact, you should consider the likelihood of our successfully contacting the person during the scholarship award period in the event that we are unable to reach you.

NAME \_\_\_\_\_

RELATION \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

## ADDITIONAL INFORMATION

Have you taken an RBS course in the past? *Yes* \_\_\_ *No* \_\_\_

Have you received an RBS scholarship in the past? *Yes* \_\_\_ *No* \_\_\_

If you receive a scholarship, how will you arrange for the time to take your RBS course or courses? (select one only)

- My institution will give me professional leave time to attend.
- My institution will/can not give me professional leave. It will be necessary for me to take vacation time (or unpaid leave) in order to attend this course.
- Not a problem: I am a student, retired, or I have summer/winter off.
- Not applicable: I am self-employed.
- Other (please explain): \_\_\_\_\_

If you receive a scholarship for an RBS course, how will you arrange payment for your housing? (select one only)

- My institution will pay for all (or almost all) of my housing.
- My institution will pay for \_\_\_% of my housing.
- I will pay for my own housing.
- Not applicable: I will stay with friends, or I will commute.

If you receive a scholarship for an RBS course, how will you arrange payment for your travel? (select one only)

- My institution will pay for all (or almost all) of my long-distance travel.
- My institution will pay for \_\_\_% of my long-distance travel.
- I will pay for my own long-distance travel expenses.
- I will pay for my own travel expenses, but I live close to RBS and it won't be a big problem to cover them myself.
- Not applicable: I will only have local travel expenses.

Which of these categories most closely defines what you do for a living? (select one only)

- Rare book librarian in a professional position
- Archivist or manuscript librarian in a professional position
- General librarian in a professional position, with some rare book duties
- General librarian in a professional position, with no rare book duties
- Non-professional working in a library, with some rare book/archive duties
- Non-professional working in a library, with no rare book/archive duties
- Teacher/professor
- Graduate student in a Master's degree program in librarianship or information science *full-time* \_\_\_ *part-time* \_\_\_
- Graduate student *full-time* \_\_\_ *part-time* \_\_\_ *In what field?* \_\_\_\_\_
- Work in the antiquarian book trade
- Conservator/binder/preservation librarian
- Work in a museum or similar research institution in work not directly related to libraries *professional* \_\_\_ *non-professional* \_\_\_
- Other (please explain): \_\_\_\_\_

**RBS scholarships are awarded without regard to a particular course.**

If you were to receive a scholarship, what course would be your first choice? \_\_\_\_\_

Your second choice? \_\_\_\_\_

DATE

SIGNATURE

PRINT NAME