

**2012**  
**WILLIAM H. AND EVA LITTLE GRAHAM**  
**LIBRARIES' STUDENT ASSISTANT SCHOLARSHIP**  
**APPLICATION GUIDELINES**

The Western Illinois University Libraries annually awards two Graham Libraries' student scholarships for \$500 each to be applied to the student's tuition. Established through a request from Louis and Maxine Haertle, the scholarships were awarded Spring 2011 semester to Elizabeth Coplan and Brandi Mounia.

Applications are submitted during the Fall Semester and awarded for the following Spring Semester. Nominations are welcomed from library faculty and staff or applicants may nominate themselves. Members of the Library Leadership Board will serve as the committee naming the recipients of the Graham Scholarship.

Deadlines

October 16, 2012	Applications due no later than 4:00 p.m. to the Leslie F. Malpass Library Administration Office
November 2012	Completion of the review process
December 2012	Scholarship recipients announced

Criteria for Application

1. Student must be a current employee of the University Libraries, have been employed for two complete semesters (or one semester plus one summer) prior to application, and remain a library employee the semester the scholarship is awarded.
2. Student must be in good academic standing.
3. Student can receive the scholarship one time only.
4. Letters of recommendation:  
Two letters of recommendation must be submitted. One letter **must be** from a faculty or staff member of the unit where the applicant is employed.

Please remember, applications will be reviewed by members of the Library Leadership Board, most of whom may not be familiar with library jargon.

The attached form is to be used by individuals who will be writing the recommendation letters.

5. Each applicant is required to write a brief essay. (See "Essay Guidelines")
6. A personal interview with the scholarship review committee may be required.

## ESSAY GUIDELINES

As part of the application, write a short essay related to your work experience in the University Libraries.

### **You may EITHER**

Respond to the following:

*“How has working at the WIU Libraries furthered your education at WIU?”*

OR

Write on a topic of your own choice related, in some way, to information management or the role libraries play in society.

The purpose of this essay is to provide an opportunity to express yourself in a thoughtful and meaningful way on a topic related to your work experience. Your essay will be evaluated on how well you organize, and convey in standard written English, your ideas about the topic. A panel consisting of some non-library personnel will evaluate the essay, so you should avoid using technical or professional jargon.

You should be able to express yourself effectively within 1-2 pages of typescript double-spaced.