

Marion E. Sparks Award – Revised Procedures

I. Background

The Marion E. Sparks Award for Professional Development, sponsored by the SLA Chemistry Division, is a student/new member travel award intended to defray the costs of attending the SLA Annual Conference. The award is designed to encourage the professional development of student members and new members of the Chemistry Division and encourage their participation in Chemistry Division activities.

TRAVEL AWARD: \$1,500 stipend to attend the SLA Annual Conference. The winner also receives an award certificate at the Annual Conference during the Chemistry Division Business Meeting & Breakfast.

ELIGIBILITY: All student members of the Chemistry Division and all new members of the Chemistry Division are eligible. New members are individuals who have joined since January of the year preceding the award (for the award given out in June 2008, individuals who have joined since January 2007 are eligible). All applicants must have joined the Chemistry Division by 2 weeks prior to the application deadline.

Individuals who accept a travel award or stipend for the annual conference from any other SLA entity are not eligible for the Marion E. Sparks Award for Professional Development. Travel funds provided by an applicant's employer, school (for students), or any other non-SLA affiliated group does not affect one's eligibility.

APPLICATION PROCEDURE: Applicants need to submit: (1) A brief essay that: a) clearly articulates their objectives for professional development; and b) indicates what they hope to gain from attending the SLA Annual Meeting. Maximum length: 2 pages. (2) Resume. (3) Names of two references. (4) Brief budget (expected expenses for registration, airfare, lodging, food and/or continuing education course). Registration in a Chemistry Division or other Continuing Education (CE) course is recommended, but not required.

DEADLINE: All applications must be received by March 15 (or next weekday if March 15 falls on a weekend). The winner will be notified by April 10. Essays will be judged by the SLA Chemistry Division Awards Committee.

HISTORY: The award is named to honor Marion E. Sparks, a chemistry librarian at the University of Illinois from 1913 until her death in 1929. Ms. Sparks contributed a great deal to the field of chemical information. Her achievements include teaching courses on chemical information, and authoring and publishing what is argued to be the first book to formally address chemical literature and library instruction.

CALL FOR AWARD: Chair: Issues call for the award to various chemical information publications & list serves. Membership chair: sends call to Chemistry Division student members and new members.

DECISION: Awards committee reviews application material, each committee member ranks the applicants. Then entire committee works together to come up with a final ranking for the top applicants.

GRANTING THE AWARD: Before award is granted, the first ranked applicant is given a list of Awardee Responsibilities (Section IV of this document). Awardee must agree to these responsibilities before award is granted.

II. SPARKS AWARD Internal Procedures

A. Awards Committee:

The Awards Committee consists of:	<u>2007-2008 Committee Members</u>
Awards Committee, chair	Cory Craig (formerly Sparks Chair)
Membership Chair	Jim Martin
Past Chem Division Chair	Ben Wagner (as of Jan 2008)
Sponsor Chair	Mindy Pennington
MRM rep appointed by MRM Chair	Earl Mounts

B. Sparks Award: Committee Responsibilities:

Sept (early): Send call for award to these publications:

SLA Chemistry Division Electronic Newsletter; SLA SciTechNews; SLA Information Outlook;
ACS CINF Chemical Information Bulletin; and the SLA Chem Div webpage

Fall (Oct or Nov): Send call for award to these email lists: CHMINF-L; SLA DCHE; SLA PAM; SLA DST;
ACRL STS; Library School emails (Not an email list; Awards Chair has a list of email addresses).

Early Winter (Dec or Jan): Resend call for award to email lists (given above) and Library School emails

Feb: Send call for award to SLA Chemistry Division Membership chair.
Membership Chair sends it to SLA Chemistry Division students and new members.

Mar. 15 (or nearest weekday): Essays due.
Send acknowledgments to all applicants, distribute applications to committee members.

Mar. 15 to Apr 10: Verify applicant status for all applicants (Membership Chair),
Review and rank all applications, have winner agree to "Awardee Responsibilities"

Apr 10 (or nearest weekday): Deadline to inform winner via email and mail (a letter on the division letterhead).
Also, inform all applicants of the decision.

April – May:
Inform the following of the decision: Chemistry Division Treasurer; Chemistry Division Webmaster (who needs to update the history of recipients on the division webpage).

Write and issue a "press release": for all email lists where call for award was sent (SLA Chemistry Division Electronic Newsletter; SLA SciTechNews; SLA Information Outlook; ACS CINF Chemical Information Bulletin)

Verify that Sparks winner has not received a travel award or stipend for the annual conference from any other SLA entity through email lists and web page announcements, and/or checking with other SLA divisions if/when necessary.

Coordinate with Award Winner to ensure the following get done: (See Awardee Responsibilities)
Award recipient is required to:

- 1) Purchase ticket for the Chemistry Division Annual Business Meeting & Breakfast;
- 2) Fill out a W-9 form with Taxpayer ID or SS# and mailing address and send the form to Chemistry Division Treasurer.

Award recipient is encouraged to:

- 1) Complete winner profile to be published in the *Chemistry Division Newsletter*.
- 2) Agree to have their application essay published in the *Chemistry Division Newsletter*.
- 3) Write a brief "Conference Impressions" article to be published in the summer issue of the *Chemistry Division Newsletter*

Prepare a "Winner certificate"

June: Write report, present check at SLA Annual Meeting, revise the call for next year (if appropriate)

C. Receiving Multiple Awards Issue:

The previous procedure did not prevent award recipients from receiving multiple awards from the various SLA Divisions/Chapters.

New Policy: Sparks Award Winner Can Only Accept One SLA Annual Conference Travel Award:

The awardee may not accept any other annual conference travel award from another SLA entity (division, chapter, etc.). This does not prevent the awardee from accepting travel awards from non-SLA entities like their school or SLA awards unrelated to annual conference expenses.

To enforce this new policy, the Awards Committee will rank the top 5 (or so) candidates. The committee will inform the top choice of the committee's decision and ask the awardee to sign the List of Awardee Responsibilities (Section IV). The award will not be granted until the agreement has been signed by the awardee. As necessary, the committee will work down the ranked list of candidates.

The agreement asks if applicant has received a travel award from any other SLA entity. It also requires the awardee to notify the Awards Committee immediately of any other SLA travel stipends/awards they are granted and to purchase a ticket to Chemistry Division Business Meeting & Breakfast where award is given out.

III. Model Text for the Call

The Chemistry Division of the Special Libraries Association (SLA) is sponsoring a student/new member travel award to defray the costs of attending the 2008 SLA Annual Meeting June 15-18 in Seattle, WA. The award is intended to encourage the professional development of student members and new members of the Chemistry Division and encourage their participation in Chemistry Division activities

TRAVEL AWARD:

\$1,500 stipend to attend the 2008 SLA Annual Conference. The winner also receives an award certificate at the Annual Conference during the Chemistry Division Business Meeting & Breakfast.

ELIGIBILITY:

All student members of the Chemistry Division and all new members of the Chemistry Division (individuals who have joined since January 2007) are eligible. All applicants must have joined the Chemistry Division by March 3, 2008. See below for information on joining SLA and the Division.

Individuals who accept a travel award or stipend for the annual conference from any other SLA entity are not eligible for the Marion E. Sparks Award for Professional Development. Travel funds provided by your employer, your school (for students), or any other non-SLA affiliated group do not affect your eligibility.

APPLICATION PROCEDURE:

Please submit the following:

- A brief essay that: a) clearly articulates your objectives for professional development; and b) indicates what you hope to gain from attending the SLA Annual Meeting. Maximum length: 2 pages.
- Resume
- Names of two references
- Brief budget (expected expenses for registration, airfare, lodging, food and/or continuing education course). Registration in a Chemistry Division or other Continuing Education (CE) course is recommended, but not required.

DEADLINE:

All applications must be received by March 17, 2008. The winner will be notified by April 10, 2008. Essays will be judged by a panel of SLA Chemistry Division members.

HISTORY:

The award is named to honor Marion E. Sparks, a chemistry librarian at the University of Illinois from 1913 until her death in 1929. Ms. Sparks contributed a great deal to the field of chemical information. Her achievements include teaching courses on chemical information, and authoring and publishing what is argued to be the first book to formally address chemical literature and library instruction.

SUBMIT APPLICATION VIA EMAIL TO:

Cory Craig (cjcraig@ucdavis.edu)

University of California, Davis
Physical Sciences & Engineering Library
One Shields Avenue
Davis, California 95616-8676

Want to join the Chemistry Division of SLA?

Not a member of SLA? Use this link to join SLA: <http://www.sla.org/content/membership/joinsla/index.cfm>

When you join SLA, you can also join one division for free, additional divisions are \$18/year.

Already an SLA member? To join the Chemistry Division either: 1) Download the SLA Change/Add Units form: <http://www.sla.org/content/membership/unitchange.cfm> and fax or mail it to SLA. Or 2) Call 1-703-647-4936 and pay with a credit card. When you join SLA, you can also join one division for free, additional divisions are \$18/year.

Note the DCHE Web Site posting also includes a listing of previous winners as follows:

Previous winners include:

Michael Peper, University of North Carolina (2007)
Yan He, Indiana University Bloomington (2006)
Hilary Davis, North Carolina State University (2005)
Meris Mandernach, Loyola University Chicago (2004)
Stewart Curry, University of South Carolina (2003)
Cory Craig, University of California Davis (2002)

IV. Sparks Award – Awardee Responsibilities (Model Text)

Congratulations! You have been selected as a finalist for the Marion E. Sparks Award for Professional Development. Before the committee can make a final selection, we need you to review and agree to the awardee responsibilities given here.

PART 1. Have you applied for or been awarded any other travel stipends/awards to attend the 2008 SLA Annual Conference from any other SLA Division, SLA Chapter, or SLA-affiliated group?

If, yes, please identify.

In order to ensure fairness, individuals who accept a travel award or stipend for the SLA Annual Conference from any other SLA Division, SLA Chapter, or SLA-affiliated group, are not eligible for the Marion E. Sparks Award for Professional Development. Travel funds provided by your employer, your school (for students), or any other non-SLA affiliated group do not affect your eligibility. In addition, once you have received the Sparks Award, you cannot accept a travel award from another SLA entity. SLA Chapters and Divisions announce award recipients before the SLA Annual Conference. This information will be reviewed before the SLA Annual Conference, where the awards are given out.

PART 2. If You Are Granted The Award, You Will Be Required To Do The Following:

Notify the Chemistry Division Awards Committee immediately if you accept any other SLA travel stipends/awards for the 2008 SLA Annual Conference. Accepting any other travel stipends/awards from any other SLA Division or Chapter or SLA-affiliated group, will make you ineligible to receive the Marion E. Sparks Award for Professional Development.

Please purchase ticket to Chemistry Division Business Meeting & Breakfast (cost is generally \$10 to \$15). The Sparks Award (\$1,500 stipend and certificate) is presented during the Chemistry Division Business Meeting & Breakfast

Before you receive your award, you must provide your address and Taxpayer ID Number or Social Security Number using the standard IRS Form W-9 to the Treasurer of the SLA Chemistry Division. This is needed to satisfy the SLA tax reporting requirements. Contact the Treasurer for additional information.

The current Treasurer of the SLA Chemistry Division is: Bob Buchanan. His contact information is: email: buchara@auburn.edu; phone: 334-844-1292. Work Address: Auburn University Libraries, 231 Mell Street, Auburn, AL 36849-5606.

This information can be confirmed via the SLA Chemistry Division Officers & Advisory Board Roster: <http://units.sla.org/division/dche/2007officers.htm>

PART 3. In addition, Award Recipients generally participate in the following publication opportunities:

Publish Winner Profile:

The "Winner Profile" is a few short, fun questions to help Chemistry Division members get to know you. If you are offered the Sparks award the SLA Chemistry Division would like to publish your responses to the "Winner Profile" questions in the SLA Chemistry Division Newsletter (<http://units.sla.org/division/dche/newsletters/index.htm>).

Publish Award Recipient's Essay & Conference Impressions Article:

If you are offered the Sparks award the SLA Chemistry Division would also like to: 1) publish awardee's essay in the SLA Chemistry Division newsletter; and 2) have the awardee write a brief article giving their "Conference Impressions". This will also be published in the SLA Chemistry Division Newsletter (<http://units.sla.org/division/dche/newsletters/index.htm>).

This document has been developed to ensure that the awards process is equitable and that that all the necessary paperwork and notifications can be completed in a timely manner. If you have any questions, please contact the Chemistry Division Awards Chair: Cory Craig (cjcraig@ucdavis.edu).