



## Pacific Islands Law Libraries Guidelines for the 2011/12 Pacific Assistance Award

### **Purpose of the Assistance Award**

To provide an opportunity for a Pacific Law Library staff member (i.e. Library manager, Librarian, Library Assistant) to improve capacity within their library workplace by awarding a sum of money to benefit the library and the law and justice sector agency they work in.

For example, the award could be used to:

- Purchase textbooks for the collection and/or subscription to legal databases.
- Purchase essential equipment such as a printer, digital camera, scanner and/or hard drive.
- Purchase bookshelves and/or furniture.
- Invest in professional development. (legal research, librarianship qualifications etc)

Three Assistance Awards may be granted each year:

- One Assistance Award of \$1500
- One Assistance Award of \$500
- A one year subscription to the *Australian Law Librarian* journal

### **Selection Criteria**

The applicant must meet the following criteria:

- Currently employed in a law library in the Pacific region.
- Must have consent from supervisor.
- Demonstrated commitment to a career in law librarianship.
- Willingness to use the Assistance Award to improve capacity within their library workplace

- Willingness to provide feedback (oral and written) to the Australian Law Librarians' Association (ALLA) National Executive Committee and the Coordinator of the Pacific Islands Law Library Community (PILLC) Twinning Program, on the benefits gained from the award.

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### **Promotion**

The Assistance Award winner(s) will be announced at the 2011 ALLA Conference. (Canberra, 28<sup>th</sup> – 30<sup>th</sup> September)

The Assistance Award will be advertised through the PILLC Twinning Program mailing list, the ALLA-ANZ mailing list, the ALLA website (<http://www.alla.asn.au/>) and the *Australian Law Librarian* Journal.

### **Selection Panel**

The Panel will consist of:

- A member of the ALLA National Executive Committee. (Chair of the selection panel)
- A member of the wider ALLA community (nominated by the ALLA National Executive Committee)
- The Coordinator of the Pacific Islands Law Library Twinning Program.

The Selection Panel reserves the right not to offer Assistance Awards if no suitable applications are received.

The Chair will oversee the selection process.

### **Application Details**

Applications should include the following information:

- Name of applicant.
- Position and organisation.
- Address.
- Contact details (Telephone, fax and e-mail address)
- Details of qualification and experience in librarianship.

- Brief description of current duties.
- Name and contact details (email and telephone) of their supervisor
- Business case for the Assistance Award. The business case should outline the reason for application and how the award will benefit both the applicant and the applicant's library. (See: *Application for 2011/12 Pacific Islands Law Libraries Assistance Award*)

### **Closing Date and submitting the application**

Applications may be submitted by post, email or fax to the ALLA National Secretary no later than 5 pm on 22<sup>nd</sup> September 2011.

Attention: Marion Randall

Email: [marion.randall@maddocks.com.au](mailto:marion.randall@maddocks.com.au)

Fax: (03) 9288 0666

Post: 140 William St, Melbourne VIC 3000

Applications close at 5 pm (AEDT) on 22<sup>nd</sup> September 2011.

Late and incomplete applications are not accepted.