2020 INDIANA LIBRARY LEADERSHIP ACADEMY



**APPLICATION  
DUE FEBRUARY 28, 2020 by 4:00 PM**

Please fill out all six sections of the application completely. Email completed applications to Kara Cleveland, [kcleveland@library.in.gov](mailto:kcleveland@library.in.gov), at the Indiana State Library. Include in your email this application and a copy of your resume. Sections will expand as you type.

**SECTION ONE - CONTACT INFORMATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | | | |
| **Job Title** |  | | | | | |
| **Library** |  | | | | | |
| **Address** |  | | | | | |
| **City** |  | **State** |  | | **ZIP** |  |
| **Phone** |  | | **Email** |  | | |

**SECTION TWO - QUESTIONS**

Please limit your answer for each question to no more than 250 words. You must answer all five questions. Each question is worth 15 points. Combined, they represent 75 of the 100 possible points on the application.

1. Provide a short summary of your library experiences and/or employment, including volunteer activities if applicable. Describe how these experiences have prepared you to pursue leadership opportunities.

1. Provide a short summary of your community/civic/school involvement and describe any leadership skills gained through these experiences.

1. Describe a time when you used your leadership skills to address a challenging situation and/or implement a change in a community, civic, school or professional setting.

1. Why do you want to participate in the Indiana Library Leadership Academy?

1. What strategies or skills do you think future library leaders should have and why?

**SECTION THREE – PROJECT**

Leaders affect impactful change. Indiana Library Leadership Academy participants will be expected to implement an individual project over the course of the year. Projects should be related to improving, enhancing and/or strengthening some aspect of the participant’s *library or community*. Individual projects can be tailored to fit the needs of an individual library but, ideally, there would also be the potential for replication elsewhere.

You will have the opportunity to further develop your project plan with feedback from fellow participants and coaches during and after the retreat. For the purpose of the application, we ask that you provide a basic outline of your project, by describing a current problem faced by your library or community, a potential solution and, within that solution, an opportunity for you to undertake a project that would contribute to that solution.

PROBLEM: *Describe a significant challenge currently being faced by your library or community. (100 words or less)*

SOLUTION: *What action, project or initiative might help to alleviate that problem? (100 words or less)*

OPPORTUNITY: *What can you do, alone or with colleagues and partners, to contribute to that solution? (100 words or less)*

**SECTION FOUR - REFERENCES**

Please provide contact information for two professional references.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reference 1** | |  | **Reference 2** | |
| Name |  |  | Name |  |
| Job Title |  |  | Job Title |  |
| Organization |  |  | Organization |  |
| Email Address |  |  | Email Address |  |
| Phone Number |  |  | Phone Number |  |

The Indiana State Library will email the above references the following questions that will serve as a letter of recommendation. **Responses will be due by March 16. Please do not answer these questions at this time.**

1. How long have you known the candidate and how have you observed the candidate's professional growth over time?
2. Please share two concrete examples when you have seen the candidate demonstrate leadership.
3. Do you see the candidate as being successful and receiving benefits from participating in the Indiana Library Leadership Academy? Why or why not?

**SECTION FIVE - STATEMENT OF COMMITMENT AND SIGNATURE**

I understand that if selected to participate in the Indiana Library Leadership Academy, I will:

* Attend or view the recording of the welcome webinar: **Friday, July 17, 2020 10:00 AM** EST.
* Attend all days of the retreat and remain on-site for scheduled Academy, including evening events (August 26-28, 2020); I will not bring family members with me to the retreat.
* Ensure that the registration fee of $350.00 is fully paid.
* Commit to fully contributing during the retreat and in the following year at Academy activities; including working with my group who will be assigned to me, working with my coach who will be assigned to me, and contributing to at least four follow-up INLLA activities.
* Agree to follow the 2020 INLLA Timeline which will be available on May 1, 2020.
* Implement a project for my library or community.

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant’s Signature** |  | **Date** |  |

**SECTION SIX - ADMINISTRATIVE INFORMATION**

The following questions are for administrative purposes only. They will NOT influence selection decisions.

I am applying as a:

|  |  |
| --- | --- |
|  | Librarian with an MLS/MLIS degree or equivalent |
|  | Non-MLS library employee |
|  | Non-MLS library employee enrolled in a library science program |

|  |  |
| --- | --- |
| How many years have you been employed in the library field? |  |

How did you learn about the Indiana Library Leadership Academy? Select all that apply.

|  |  |
| --- | --- |
|  | Social media announcement |
|  | Library listserv announcement |
|  | Indiana State Library website |
|  | Referred by work colleague |
|  | Referred by supervisor or other manager |
|  | Wednesday Word |
|  | Indiana Library Federation |
|  | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

As a reminder, applications are due February 28, 2020 by 4:00 PM. Email completed applications to Kara Cleveland at the Indiana State Library at kcleveland@library.in.gov. Include in your email **this application** and a **copy of your resume**. Applicants will be notified by April 1, 2020.