

## **Staff Development Awards terms and conditions**

### **Eligibility for all awards:**

Applicants must be a library staff member of an M25 member institution. Successful candidates cannot apply for another award within the same academic year.

In the event the award recipient leaves their position before taking up the award they must inform the M25 Executive Manager immediately. Awards will remain valid if the recipient's new employer is an M25 member library. Where a recipient leaves the profession or moves to a library outside of the Consortium the award will be cancelled.

### **Conference Bursary Award:**

- Examples of appropriate conferences: IFLA, Liber, or other librarianship or information profession conference.
- Accepting the award indicates you are happy for your name, job title and institution to be published on the M25 website and email lists as the successful candidate in this category.
- A detailed breakdown of the budget for the conference, travel and accommodation should be sent to [rachel.telfer@london.ac.uk](mailto:rachel.telfer@london.ac.uk) as soon as possible and before a booking is made.
- Your institution will invoice the Consortium for the conference costs being covered by the bursary and include proof of costs with receipts (scanned/electronic receipts accepted) up to a maximum of £500 total. The Consortium will not arrange payment to a personal bank account. If there are any concerns around this arrangement, please contact the Executive Manager to discuss alternative options.
- The successful candidates will be expected to write a report describing the event(s) attended and the benefits they have gained, for publication on the Consortium's web pages and in our annual report. This report should be a maximum of 1,000 words, and the M25 Consortium reserves the right to edit the report to fit publishing guidelines. It should be submitted within 2 months of attendance.
- In the event you're unable to attend the conference due to illness or other unforeseen circumstances you and your institution will make best efforts to claim a refund or send a colleague in your place.

### **cpd25 Awards:**

- The specific events may be chosen by the successful candidate and attendance must take place by the end of November 2022.
- Where training is virtual, one day of training equates to a maximum of five hours, or three virtual events not exceeding five hours in total. The training can be split across events on different days e.g., three 90-minute events on three different days. Please arrange this by contacting [cpd25@london.ac.uk](mailto:cpd25@london.ac.uk).
- The successful applicant should contact the Events Administrator on [cpd25@london.ac.uk](mailto:cpd25@london.ac.uk) to arrange their training.
- The successful candidates will be expected to write a report describing the event(s) attended and the benefits they have gained, for publication on the Consortium's web pages and in our annual report. This report should be a maximum of 1,000 words, and the M25 Consortium reserves the right to edit the report to fit publishing guidelines. It should be submitted within 2 months of attendance at their final event.

### **M25 Conference attendance Award**

- The successful candidate should contact the Events Administrator on [cpd25@london.ac.uk](mailto:cpd25@london.ac.uk) to confirm their attendance at the M25 Annual Conference as soon as possible.
- The successful candidates will be expected to write a report describing the event(s) attended and the benefits they have gained, for publication on the Consortium's web pages and in our annual report. This report should be a maximum of 1,000 words, and the M25 Consortium reserves the right to edit the report to fit publishing guidelines. It should be submitted within 2 months of attendance.