

Staff Development Awards terms and conditions 2023

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.

cpd25 Awards (x3):

- The specific events may be chosen by the successful candidate and attendance must take place by the end of July 2024.
- 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.
- The successful applicant should contact the Events Administrator on 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 (x2)

- The successful candidate should contact the Events Administrator on 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.