

APPENDIX C

Leadership Institute Forms

APPLICATION FOR MPLA LEADERSHIP INSTITUTE 2006

Application due no later than midnight, Sunday, May 24, 2006. Send as a Word attachment to: marying@msn.com. Mary Bushing is the Institute Coordinator.

Last Name:

First Name:

Middle Name/Initial:

Preferred email:

Undergraduate degree institution:

Year received:

Library degree institution:

Year received:

Degree:

Other degrees & institutions:

Home mailing address:

City/Town:

State & Zip:

Home area code & number:

Cell area code & number:

Present library position:

Library name/institution:

Library mailing address:

City/Town:

State & Zip:

Office area code & number:

Office fax number:

Previous library position & dates:

Name of library & city:

Previous library position & dates:

Name of library & city:

Describe your experiences as a leader in a library setting or elsewhere:

Describe the personal qualities that will contribute to your ability as a leader:

What two leadership skills would you most like to improve & why:

Thank you for completing this application. You will be notified of the committee's decision in late July.

MPLA Ghost Ranch Leadership Institute
Applicant Evaluation Form
For Use by State Representatives & Their Committees

Reviewer _____

Applicant _____

Required criteria: (all four must be yes or they are disqualified)

MLS or equivalent graduate degree: (School library media masters is equivalent) Yes _____ No _____

Current paid member of state library association: (check on this) Yes _____ No _____

Two to twelve years of professional experience since MLS: Yes _____ No _____
(consider all 2004 graduates as having 2 years by time of institute or close enough)

Works in a library of any type in MPLA state Yes _____ No _____

MPLA member for current two years (2005 and 2006) Yes _____ No _____
(state rep can check Memberclicks to verify)

Leadership experience thus far:

Has this person taken on leadership or special responsibilities within libraries,
library associations, or in other aspects of their life?

Is there evidence that they have leadership potential?

Is there evidence that they see themselves as leaders?

Total points possible 10: _____ Points

Personal qualities to contribute to leadership success:

Is there evidence that this person understands the role of leader?

Are the qualities that they comment upon important leadership qualities?

Is there evidence of a willingness to give to others?

Are their reasons for wanting to be a leader appropriate in your opinion?

Total points possible 10: _____ Points

Three learning goals:

Are the learning goals more appropriate for leadership than management?

Do the learning goals seem appropriate for this individual?

Do the learning goals reflect some knowledge of the institute's focus or were
they written without investigating the institute?

Do the learning goals seem to stem from honest self-evaluation?

Total points possible 10: _____ Points

Communication:

The ability to communicate is an essential qualification of a leader.

Does this applicant communicate clearly?

Is the application well written?

Is it without spelling and grammar mistakes?

How well did the candidate present their case for selection?

Total points possible 10: _____ Points

Highest points possible = 40 _____ **Points**

**PARTICIPANT'S EVALUATION TO BE COMPLETED & RETURNED BY
NOVEMBER 27, 2006
(MONDAY AFTER THANKSGIVING)**

In order to make the best possible use of limited resources and to make the MPLA Leadership Institute the best it can possibly be, we need your thoughtful and honest evaluation. Complete this evaluation in one of the following three ways:

1. Complete this paper form & return it to Mary Bushing, 2121 S. Tracy Ave., Bozeman, MT 59715
2. Complete the WORD version sent on the listserv – return it to Mary via email: marying@msn.com
3. Send responses via email (address above) including the # of each question, response & comments

Please send your evaluations no later than 5 PM MST on November 27th, the Monday after Thanksgiving. I will nag you if necessary, but please don't make me do it! The results will be compiled for a report to the MPLA Leadership Committee but each individual's responses will be kept confidential and anonymous. Once in my database, your copy of the responses will be destroyed.

ARRANGEMENTS:

1. Ghost Ranch was a good location given the purpose of the institute. (despite the difficulty in getting to & from)

Strongly Agree 5___ 4___ 3___ 2___ 1___ Strongly Disagree

Explain your answer and provide specific suggestions if possible:

2. The meals and accommodations were good given the purpose of the institute.

Strongly Agree 5___ 4___ 3___ 2___ 1___ Strongly Disagree

Explain your answer and provide specific suggestions if possible:

3. The communication regarding the practical information, travel arrangements, and schedule were timely and helpful.

Strongly Agree 5___ 4___ 3___ 2___ 1___ Strongly Disagree

Explain your answer and provide specific suggestions if possible:

4. My costs for the institute were fair and appropriate.

Strongly Agree 5___ 4___ 3___ 2___ 1___ Strongly Disagree

Explain your answer and provide specific suggestions if possible:

- 5a. My registration fee was paid by: myself___ my state library association___ my library___ other___

If "other" please explain:

5b. My travel expenses were paid by: myself___ my state library association___ my library___ other___

If "other" please explain:

CONTENT AND FACILIATOR:

6. My expectations regarding content were met and I left with many ideas to help develop my leadership potential.

Strongly Agree 5___ 4___ 3___ 2___ 1___ Strongly Disagree

Explain your answer and provide specific about the content that did or did not help you:

7. The facilitator was well-prepared, provided quality instruction, and was a library leader role model.

Strongly Agree 5___ 4___ 3___ 2___ 1___ Strongly Disagree

Explain your answer and provide specific suggestions if possible:

8. The materials were appropriate and worth having.

Strongly Agree 5___ 4___ 3___ 2___ 1___ Strongly Disagree

Explain your answer and provide specific suggestions if possible:

MENTORS:

9. The mentors were valued participants and made the leadership institute a more valuable experience.

Strongly Agree 5___ 4___ 3___ 2___ 1___ Strongly Disagree

Explain your answer and provide specific suggestions if possible:

SUMMARY:

If the leadership institute is repeated, what would --

- Preserve – save and repeat next time
- Improve – save but improve
- Eliminate – completely drop

PRESERVE	IMPROVE	ELIMINATE

Thanks for your input. It is a way of helping us continually improve the MPLA Leadership Institute!