

Position Description: My Library Is... Grant Reviewers 2024

RAILS is looking for staff from member libraries that are willing to be reviewers for the 2024 version of the My Library Is... Grants. As part of the My Library Is... campaign, RAILS invites applications for grant projects that help tell the story of the library. Reviewers will be assigned to review and score multiple applications.

Confidentiality Agreement

As part of the process, you agree to refrain from the following:

- Sharing applications with anyone not officially designated as part of the review team
- Disclosing information about review discussions or scores to anyone not officially designated as part of the review team

Conflict of Interest Agreement

As part of the process, you agree to refrain from the following:

- Reviewing, scoring, or voting for any application from the institution at which you are currently employed

Should a conflict of interest arise, the reviewer should notify RAILS staff immediately.

Applications

Each application has a number assigned to it. Please refer to this number. All applications will be saved to a viewable SharePoint folder.

Please note that some applications may have links to videos in them. This will require you to access a YouTube video or video saved to Google Drive. If you have trouble accessing any of these files, please contact RAILS staff immediately.

In most cases, RAILS will attempt to make the applications as anonymous as possible. Some information about the applicant library may be difficult or impossible to anonymize.

Scoring

Before you start scoring, please review the [My Library Is... Grant rubric](#). For each of the applications, please submit a scoring form [coming soon].

In the scoring section, you'll be asked to provide your email address. *Please note that this is for internal tracking purposes only.* Your scores will not be shared with anyone outside of the organization.

Timeline

Below is a timeline for final decision to be made.

Date	Description
Wednesday, February 7, 2024	Applications due
Wednesday, February 14, 2024	Applications compiled and sent to reviewers
Wednesday, March 20, 2024	Scores due
Wednesday, March 27, 2024	Scores compiled and final funding decisions determined
Wednesday, April 3, 2024	All applicants notified of their final status

Questions or Concerns

For questions or concerns about the review process, please contact Dan Bostrom, dan.bostrom@railslibraries.org, 630.734.5152.