

JAMES V. MINK SCHOLARSHIPS

Two scholarships are awarded each year in honor of James V. Mink, long-time archivist at UCLA and the first President of the Society of California Archivists.

The purpose of the first Mink Scholarship is to promote the professional development of students preparing to become archivists by providing support for attendance at the annual meeting and a preconference workshop. The second Mink Scholarship promotes archival education by supporting participation in the Western Archives Institute.

Annual Meeting Scholarship:

1. Applicants for the annual meeting Mink Scholarship must meet one of the following two criteria:
 - a. Applicant is either enrolled in an archival program in California, such as a graduate program or a specialized education program sponsored by an archival institution, or is a student member of SCA enrolled in an archival program outside the state;
 - b. Applicant has completed an archival education program as defined above and has less than one year archival work experience.
2. Each applicant must submit an application form, including a letter of recommendation from someone familiar with the applicant's goals in the archival profession. The application will be sent to the Chair of the Awards Committee.
3. Application deadlines will be set approximately six weeks before the annual meeting.
4. With Board approval, the Awards Committee will revise the brochure as needed, bringing it up-to-date with current dates, application information, etc.
5. The Awards Committee will publicize the scholarship in the SCA Newsletter, informing membership of the availability of the scholarship and how to obtain an application. This needs to appear in the last issue of the calendar year.
6. The Awards Committee will send brochure, application form, and cover letter to archival educators, history departments, library schools. It is recommended that this be done before the end of the fall semester in order to reach students taking only a fall archival class.
7. The Committee will make follow-up with telephone calls or other reminders which might be necessary about a month before the deadline.

8. Completed applications will come to the Chair of the Awards Committee. Those judged to be eligible and complete, will be duplicated and sent immediately for distribution to all committee members for their selection decision.
9. The scholarship winner will be notified orally if possible and a letter announcing the award will be sent by the chair to the scholarship awardee. The Chair will also write each applicant concerning the selection and thank them for applying.
10. A copy of the awardee's application will be sent to the President.
11. The Chair will authorize the Treasurer to send the scholarship check to the awardee.
12. The Chair (or designee) will write a newsletter article announcing the award.
13. The awardee is presented to the membership at the annual business meeting.

Western Archives Institute Scholarship:

1. The Awards Committee needs to coordinate the deadline for this Mink Scholarship with the WAI Management Committee before producing the current brochure.
2. Sufficient brochures need to be in the hands of the WAI Administrator by the time that application forms begin to be sent out, usually by January 1.
3. The WAI application form will have a check-off for whether the applicant is applying for the scholarship or not.
4. Criteria for selection are:
 - a. Actively engaged in archival work without formal archival training.
 - b. Needs assistance as indicated by degree of institutional support, status of employment, or current academic program attendance.
5. WAI Management Committee selects five (5) candidates from submitted applications; these applications, unranked, are forwarded to the Chair of the Awards Committee.
6. Winner selected by the Awards Committee.
7. Orally notifies the scholarship awardee and sends a formal award letter.

8. Requests the Treasurer, via an Expense Claim form, to send scholarship check to awardee.
9. Announces the winner in a newsletter article.
10. Provides the President with a copy of the awardee's application.
11. Presents awardee to the membership at the AGM business meeting.

Mink Scholarships: Withdrawal of Selectors

All applications for the James V. Mink Scholarships must be objectively evaluated solely on the basis of the applicants' qualifications and criteria established for the award.

If due to some prior experience or contact with any of the applicants, any member of the selection committees feels he or she cannot objectively evaluate a candidate, then immediate withdrawal from the process is required.

Situations when withdrawal is warranted include:

- 1) Selector had recommended a candidate to apply for award.
- 2) Selector had written a letter of recommendation for a candidate.
- 3) Selector had worked with or supervised a candidate.
- 4) Selector had taught a candidate.
- 5) Selector had a long standing friendship with a candidate.

In the event of a withdrawal, the SCA President in consultation with the Board will appoint a replacement.

Exhibits: 7-31 Brochure
7-32 Application form for annual meeting scholarship
7-33 Cover letter

Related Sections: Awards Committee
Western Archives Institute

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