

## Exchange program and grants

### „Foreign Library Experts to Germany (AnD)“

of the standing committee BI-International of Bibliothek & Information Deutschland (BID)

### **Participation in a specialist event related to library and information topics in Germany**

Bibliothek & Information Deutschland (BID), represented by the standing committee Bibliothek & Information International (BII), promotes the continuous exchange and cooperation between German and foreign colleagues in the field of library and information sector in order to support the development of German and foreign libraries. This is done by providing financial support to experts from abroad for professional visits, study trips to Germany or for participation in international conferences in Germany.

#### **1 Application requirements**

Employees in libraries and documentation or information institutions in all countries of the world who are actively involved in library development in their country are eligible to apply. University members from the fields of library and information science as well as students and trainees are not supported. German citizens are still not eligible, even if they are employed abroad. No persons will be supported who are in connection with an entrepreneurial activity.

Funding is provided for **active participation in a specialist event in Germany** related to library and information topics (e.g. congress, conference, symposium, training program), which takes place in English or German. Participation in trade fairs will not be sponsored. Applicants must state in a letter of motivation how they would like to contribute (e.g. through a lecture, a poster, participation in committees or the formation of networks). In justified cases, it is possible to sponsor a study trip or a professional visit following or prior to the specialist event. This must be stated within the application online form elaborated on the added value. Participation in the annual German-

language National Library Conference (Deutscher Bibliothekartag or Bibliothekskongress) is funded by invitation only.

In any case, BII can approve only one grant per calendar year per individual person.

## **2 Application procedure**

Applications can only be submitted using the **online application form** on the BII website [https://www.bi-international.de/de\\_EN/application](https://www.bi-international.de/de_EN/application).

The application must be submitted at least **six weeks before the start of the journey**.

Applicants must include with their application the programme of the event, the letter of motivation and information on the most favourable rate of the participation fee (e.g. early bird rate). Confirmation of acceptance of the presentation or poster etc. can be submitted later.

Only completely filled in applications including all required documents will be processed. Decisions of the BII jury will be communicated via e-mail.

## **3 Financial support**

In case of a positive vote, the amount of the grant is calculated upon a per diem of 80 EUR per day for the duration of the event in Germany and the most favourable rate of the participation fee (e.g. early bird rate). You will receive an additional 80 EUR if you travel to Germany within Europe or 160 EUR if you start your trip outside of Europe.

Arrival and departure are at your own expense.

The grants are individually linked to the individual person. As a rule, one person per institution is eligible to participate in a conference or special event.

Planning, booking and travelling are on the applicants' own responsibility. They are fully responsible for insurance and preparation. Payment will not be made in advance, but upon arrival in Germany.

Any financial support is only available after final approval by BII jury in the calendar year of the trip. There is no legal claim to the granting of an application.

Receiving a grant obliges the applicant to submit a meaningful, written report about the event, which must be submitted within six weeks after return from Germany. The report must contain a clear reference to the funding by BII. BII has the copyright to publish the report completely or in excerpts on the BII website.

All photos used in the report must be licensed under a CC BY-SA 4.0 license.

By accepting the grant, the recipient acknowledges these guidelines for financial support from BI-International. The grant may be reclaimed in whole or in part by BII if the grant awarded has demonstrably not been properly used, or if the report has not been submitted in due time. The latter may also lead to the exclusion from future applications.

#### **4 Data protection**

For BII, data protection is an important issue. Please, [click here](#) to find information about the personal data we collect during an online application, about the processing of the data and about your rights in this process.

By filling in an online application form you consent to our rules and regulations. If you have given us your consent under data protection law for certain data processing operations, you will also find notes and information on the respective declarations of consent below.

[https://bi-international.de/en\\_EN/datenschutz-bii](https://bi-international.de/en_EN/datenschutz-bii)

#### **5 Additionally**

Link to the online application form:

[https://bi-international.de/en\\_EN/kongressteilnahmen](https://bi-international.de/en_EN/kongressteilnahmen)

Link to the report guidelines:

[https://bi-international.de/en\\_EN/richtlinien](https://bi-international.de/en_EN/richtlinien)

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