

## Exchange program and grants

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

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

### **Grants for professional visits of foreign library experts 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 in general not eligible in this program, even if they are employed abroad. No persons will be supported who are in connection with an entrepreneurial activity.

Funding is provided for **professional visits at one** specialist library, documentation or information institution in Germany, which provides further and advanced training and mutual exchange at an international level. The aim of the stay is to deepen specialist knowledge on individual topics and to gain knowledge about the structure, content and structural strengths of the German library sector.

For support of a stay with a group at more than one institution please, refer to our program “study trips”.

#### **2 Application procedure**

Applications can only be submitted using the **online application form** on the BII website <https://bi-international.de/en/application-form-professional-visits>.

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

Applicants must enclose with their application a written confirmation from the institution in Germany that the visit can take place there. Additionally, a letter of motivation explaining the reasons for staying at the respective institution in Germany is required.

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

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 for the duration of the professional visit in Germany.

The duration of the professional visit may last between three working days and a maximum of three weeks. You will receive an additional 80 EUR if you travel to Germany from within Europe or 160 EUR if you start your trip outside of Europe. Any other travel costs are at your own expense.

The grants are linked to the individual applicant. Study trips to several libraries in Germany, as part of or following a professional visit, can be financially supported and must be mentioned in the application form.

Planning, booking and travelling are on the applicants own responsibility. They are fully self-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 the jury of BII 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 professional visit, 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 online 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 BII. 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/privacy-policy>

## **5 Additionally**

Please, find here the online application form:

<https://bi-international.de/en/application-form-professional-visits>

Please, find here the report guidelines:

<https://bi-international.de/en/faq>

Contact details:

BII, a standing committee of BID - Office  
Fritschestr. 27-28  
10589 Berlin  
Germany  
Tel.: +49-(0)30-644 98 99-21  
Fax: +49-(0)30-644 98 99-27,  
[bii@bi-international.de](mailto:bii@bi-international.de)  
<https://bi-international.de/en>