

# LIBRARY RECOGNITION AWARD

## GUIDELINES

The Mohawk Valley Library System Board of Trustees invites nominations for this year's Library Recognition Award honoring an MVLS library for an outstanding activity, program or service. The goal of the award is to honor the efforts of a library to improve, expand, or enhance services to its community and the region. The Award consists of a framed certificate and a \$500 cash award for the library.

### ELIGIBILITY

- Any Mohawk Valley Library System member may submit an application. Libraries may submit a joint application and share the award.
- Nominations may be submitted by library or system staff, trustees, or Friends of the library organizations.
- Nominated programs or services must have taken place within the last three years.
- Previous winners of the award may apply with another project after a one year hiatus.
- Unsuccessful applications may be re-submitted for consideration in a subsequent year.
- Nominations should include a completed application and support materials (see criteria section and application form).
- A previous winning project may not be re-nominated.
- Nominations must be submitted electronically to MVLS by the announced deadline.

### CRITERIA

Complete and sign the application using the MVLS Nomination form. Attach supporting documentation as instructed. Applications are evaluated based on the questions answered and materials submitted. Follow the instructions. Do not exceed the 2 page/4page limit. Include as relevant:

- |  |  |
|--|--|
| <input type="checkbox"/> project description                     | <input type="checkbox"/> new clientele   |
| <input type="checkbox"/> target audience                         | <input type="checkbox"/> underserved population  |
| <input type="checkbox"/> dates of operation                      | <input type="checkbox"/> presentations off site  |
| <input type="checkbox"/> participants and community partnerships | <input type="checkbox"/> participation in community wide activities                                |
| <input type="checkbox"/> new service or program                  | <input type="checkbox"/> how project has improved or enhanced the overall services at your library |
| <input type="checkbox"/> creative promotion idea                 |  |

**Supporting Documentation** may include any of the following (2 pages maximum):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> press releases | <input type="checkbox"/> evaluations          | <input type="checkbox"/> link to photos/text on library website or social media |
| <input type="checkbox"/> press coverage | <input type="checkbox"/> participant comments | <input type="checkbox"/> other  |
| <input type="checkbox"/> flyers         | <input type="checkbox"/> photos               |   |

**Project Outcomes** that you may wish to highlight:

- |   |   |
|---|---|
| <input type="checkbox"/> attracted financial support        | <input type="checkbox"/> increased membership                   |
| <input type="checkbox"/> expanded visibility                | <input type="checkbox"/> secured future programming suggestions |
| <input type="checkbox"/> increased library use & visibility | <input type="checkbox"/> other                                  |

### SELECTION and AWARD ANNOUNCEMENT

- Nomination Applications with supporting documentation are reviewed by the Committee.
- Nominations which do not meet the eligibility guidelines are disqualified.
- Winning Library is informed in advance of the MVLS Annual Dinner Meeting.
- Winner is encouraged to present a display and/or a short presentation at the MVLS Annual Meeting.
- The Awards Committee and/or MVLS Board may choose to present no awards if no worthy applications are submitted.

*Disclaimer: The Awards Committee and the MVLS Board reserves the right to not present the award.*