

## **LIBRARY RECOGNITION AWARD**

### **2022 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.

Libraries that win any MVLS annual award should skip a year before re-applying.

Previously submitted but non-winning applications can be resubmitted in subsequent years; however, they should be updated.

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 form. Attach supporting documentation as instructed.

Applications are evaluated based on the questions answered and materials submitted. Use the application form. Follow the instructions. Do not exceed the 2 page/4page limit. Please include all requested information and explain why this project is worthy of the award

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

press releases  press coverage  flyers  evaluations  participant comments  photos  
 link to photos/text on library website or social media  other

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

attracted financial support  expanded visibility  increased library use & visibility  increased membership  secured future programming suggestions  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 Meeting.

Winner is encouraged to present a display and/or a short presentation at the MVLS Annual Meeting.

The Awards Committee and MVLS Board of Trustees reserve the right to not present the Award in a given year.

The Committee/Board may also choose to have the award shared by more than one applicant.