

## **OUTSTANDING LIBRARY STAFF AWARD**

### **2022 GUIDELINES**

The Mohawk Valley Library System Board of Trustees invites nominations for this year's Outstanding Library Staff Award, honoring a staff member at an MVLS member library for outstanding efforts and/or results in providing library service to community members. The goal of the award is to honor the efforts of library staff to improve, expand, or enhance services to the library's community and the region.

The Award consists of a framed certificate and a \$500 cash award for the library.

#### **ELIGIBILITY**

The award is open to any paid employee at an MVLS library, with the exception of library directors. It is awarded to library staff, not library directors. Nominated individuals may be recently retired.

Any Mohawk Valley Library System member library may submit an application.

Nominations may be submitted by library or system staff, trustees, or Friends of the Library organizations.

Nominated persons should reflect services that 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 staff member may not be re-nominated by the same library.

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 individual is worthy of the award. Include all aspects of every question on the application form.

#### **SUPPORTING DOCUMENTATION**

Applications 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

#### **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.