

Librarian of the Year Award Nomination Guidelines and Requirements

Please note that this is only a guideline, not the nomination submission form.

Nominee:

[First Name, Last Name]

[Library or Business Name]

[Address]

[City], [State] [Zip Code]

[Phone]

[Email]

Nominator:

[First Name, Last Name]

[Library or Business Name]

[Address]

[City], [State] [Zip Code]

[Phone]

[Email]

Required Statement: 1 + page(s)

Please note that this document is a guide. The number and order of paragraphs do not need to be followed. To make sure your final document is a complete nomination, always refer back to the award criteria on the ILA website.

Paragraph 1

Introduce the nominee including their library or association. List other work experiences if related to nomination. Nominee must be a personal member of ILA or be employed at an ILA member institution.

Paragraph 2

ILA Membership including participation in conferences, workshops, ILA Committees, and/or Forums. Highlight leadership roles in ILA, i.e., Officer, Committee Chair, etc.

Paragraphs 3-4

Discuss contributions to the library field, particularly in Illinois. Include research, publications, innovative program development, etc.

Paragraphs 5 -7

Explain the services and contributions to nominee’s library. Highlight special events, programming, service to the community through the library, successful referendum, grants, or fundraising, etc.

Paragraph 8

Summarize the reasons you have nominated the candidate.

*The written nomination statement should support two or more of the applicable criteria outlined on the ILA website.

References

Contact information of others who support this nomination. Please do not include letters of reference.

[First Name, Last Name]

[Library or Business Name]

[Title]

[Address]

[City], [State] [Zip Code]

[Email]

[Phone]

[First Name, Last Name]

[Library or Business Name]

[Title]

[Address]

[City], [State] [Zip Code]

[Email]

[Phone]

Optional additional documentation: 1 + page(s)

Attach any support documents (if applicable) that illustrate achievements.