

## Librarian of the Year Award Nomination Outline and Requirements

*Please note that this only a guideline and 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 institution that is an ILA member.

#### 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.

#### Paragraph 3-4

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

#### Paragraph 5 -7

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

#### Paragraph 8

Summarize reasons you have submitted candidate.

## 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]