

Reference Services Award Nomination Guidelines and Requirements

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

Nominee: [Group/Person(s) being nominated]
[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 (up to 200 words)

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 nominee. Nominee must be an ILA member.

Paragraph 2-3

Describe how the group or librarian has excelled in the area of reference services – innovative program/service, active participation in professional organizations, cooperation with other organizations to present programs/services, and/or impacting persons outside his/her own community.

Paragraph 4

Impact of their work in reference services.

Paragraph 5

Summary

Required additional evidence (up to 10 pages)

Letters of support from partners, trustees, library users; articles and/or images.