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.