

## Reference Services Award Nomination Outline 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.