



WNYLRC Awards Recognition Program

(Updated May 2019)

Guidelines

Task Group Charge: Solicit nominations; Review nominations; Select winners for each of the three WNYLRC Awards

Article I: Task Group Membership

- Section 1: The basis for the establishment of WNYLRC committees is found in the WNYLRC Board of Trustees Bylaws, Article V. Task Groups are not considered committees and are not required to abide by all committee guidelines. However, the WNYLRC Awards Task Group should adhere to *WNYLRC Committee Guidelines* (revised May 2017) when appropriate or as needed.
- Section 2: The WNYLRC Awards Recognition Program Task Group will be minimally made up of the following representation:
- 2 WNYLRC staff members
 - 2 Librarians from the membership
 - 1 Library Assistant from the membership
- Section 3: WNYLRC Awards Recognition Task Group appointments shall be made for a period of three (3) years. Each year, after that, the members from the librarians and paraprofessional representatives will be offered the opportunity to continue, if they wish to do so. WNYLRC staff members should be rotated but are exempt from the expiration requirement.
- Section 4: The Task Group Liaison from WNYLRC is responsible for calling all meetings.
- Section 5: The announcement of the awards at the Annual Meeting of the Membership will be done on a voluntary and rotational basis among the members of the Task Group.
- Section 6: The WNYLRC Awards Recognition Program Task Group will meet in person at least once per year. Other meetings can take place in person or via conference call. The Task Group can elect to conduct business via email.



- Section 7: The WNYLRC Awards Recognition Program Task Group should adhere to the established WNYLRC Awards Recognition Program timeline.
- Section 8: Members of the WNYLRC Awards Recognition Program Task Group are required to respect the confidential nature of business conducted during the awards process. Any potential conflicts of interest should be stated up front. Any action taken by the group may include a Task Group member's dismissal.
- Section 9: In appointing members to the Awards Recognition Program Task Group, strong consideration will be given to past winners. Criteria for consideration include but are not limited to experience and awareness of library service in relation to WNYLRC committees and understanding of member libraries and library systems' role in promoting regional services through WNYLRC.

Article II: Nomination Forms

- Section 1: The initial nomination form, encompassing all three awards, will be made available to the membership.
- Section 2: Nomination Process
- A. Who can nominate:
 1. For the Excellence In Library Service Award: A candidate may be nominated by a co-worker, an employee at WNYLRC, an individual from the library profession who resides in the region or by a member of the community in which the library serves
 2. For the Outstanding Library Advocate Award: A candidate may be nominated by an employee at WNYLRC, a committee member from any WNYLRC committee, an employee at any library in the region or a member of the library community
 3. For the Outstanding Library or Library Program Award: A candidate may be nominated by one of its own employees, by an employee at WNYLRC, by another library in the region, or by a member of the community
 - B. Selection of winners
Nominations will be reviewed by a WNYLRC Awards Recognition Program Task Group.
 - C. Announcement of Award Winners
The award will be announced at the WNYLRC Annual Meeting in the fall (September/October). WNYLRC staff will arrange to have



yearly winners posted on plaques that hang in WNYLRC offices and ensure that announcement of winners are sent to pre-determined news outlets including WNYLRC's main communication paths (WNYlib-I, WNYLRC Watch, WNYLRC's website, and committee listservs).

- Section 3: Announcements for the solicitation of nominations will be sent via the WNYlib-I listserv, committee listservs, www.wnylrc.org, and regular mail beginning in Jan-Feb.
- Section 4: The nomination process will be in two steps: the first will be the online nomination form and selection will weigh strongly on the narrative portion followed by step two when the nominator may be asked to supply support and supplementary materials.
- Section 5: Nomination forms are public documents and portions of the nomination form and supplemental materials may be used for biographical sketches, promotional materials, press releases, announcements, and other uses WNYLRC deems necessary.
- Section 6: Winners are not eligible for re-nomination within a three-year period. Past winners will be listed on WNYLRC's website for reference.

Article III: Awards

- Section 1: Three awards are given out annually. They are:
- Excellence in Library Service Award (individual award)
 - Outstanding Library or Library Program Award (library award)
 - Outstanding Library Advocate Award (individual, organization, or group award)
- Section 2: Purpose and Criteria for each of the awards must be considered when evaluating nominations:
- A. Excellence in Library Service Award
1. Purpose of the Award: This all-around award is intended to honor an **individual** at any staffing level from the Western New York library community. This award is not focused on one single activity or service but the breadth of the service philosophy during the past year.
 2. The nominee must demonstrate excellence in one or more of the following ways:



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- i. Through leadership, participation, commitment, work ethic and a willingness to take on new tasks (e.g. WNYLRC Standing Committee work) and the ability to gather support for a new idea or direction that supports WNYLRC's strategic goals and objectives
 - ii. Development and/or implementation of new or improved services that enhance the experience of library patrons
 - iii. Exceptional support service that improves or enhances the operation of an area of operation of the library
 3. Eligibility and Criteria: WNYLRC member libraries, library system headquarters, public branch or independent public libraries, and individual school libraries are eligible to receive this award. The award shall be bestowed on a nominee based on an accomplishment during the current year or for several years of activity.
- B. Outstanding Library or Library Program Award
 1. Purpose of the Award: This award is intended to honor Western New York **libraries** that provide outstanding service in one or more of the following ways:
 - i. Leadership in the creation of new or enhanced service models that can be emulated by other libraries
 - ii. Improvements in physical facilities that result in better services
 - iii. Creation of an innovative program or collection that enhances the lives of the library's constituents or reaches a diverse representation of the Western New York community
 - iv. Development of a program that *touches the lives* of individuals who frequently are underserved by the community at large
 2. Award
As an indication of the honor that the library community bestows upon the winner, the recipient will receive a commemorative award as well as have the library's name inscribed on a plaque permanently displayed at WNYLRC headquarters.
 3. Eligibility and Criteria
WNYLRC member libraries, library system headquarters, public branch or independent public libraries, and individual school libraries are eligible to receive this award. The award shall be



bestowed on a nominee based on an accomplishment during the current year or for several years of activity.

C. Outstanding Library Advocate Award

1. Purpose of the Award: This award is intended to honor individuals, legislator(s), businesses or organizations **outside the library or archival field** which have provided support to the library profession and/or a Western New York library in one or more of the following ways:

- i. Advocating for library funding at the local and state level
- ii. Leadership in the creation of new partnerships and collaborations between libraries and/or archives and local businesses or organizations
- iii. Support of library or archival-related events and conferences

2. Award Honors

As an indication of the honor that the library community bestows upon the winner(s), the recipient(s) will receive a commemorative award as well as have his/her name or organization's name inscribed on a plaque permanently displayed at WNYLRC headquarters.

3. Eligibility and Criteria

Members of the Western New York community (individuals, businesses or non-profit organizations) are eligible to be nominated. This award shall be bestowed on a nominee based on accomplishment during the current year or for several years of activity.

Section 3: The WNYLRC Awards Recognition Program Task Group on occasion can and may select multiple winners it deems worthy.

Section 4: Letters are sent to individuals and libraries nominated for a WNYLRC award.

Section 5: Letters are sent to nominators of those not chosen for an award to encourage them to re-nominate their candidate the following year if the criteria still applies.

Section 6: Each winner receives a unique award associated with the award category (to be chosen each year as appropriate)



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- Excellence in Library Service Award (AirFlyte 2011 A6595)
- Outstanding Library or Library Program Award (6575)
- Outstanding Library Advocate Award (AirFlyte A6567)