

WNYLRC Awards Recognition Program

(Updated March 2023)

Guidelines

Task Group Charge: Solicit nominations; Review nominations; Select winners for each of the two 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 in addition to meeting at least once, as necessary.

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 result in 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 two awards, will be made available to the membership.

Section 2: Nomination Process

A. Who may nominate: A candidate may be nominated by a co-worker, a WNYLRC employee, an individual from the library profession who resides in the Western New York region, a member of the Western New York library community, or a member of the candidate's community in which the library serves.

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's website and social media channels, and committee listservs).

Section 3: Announcements for the solicitation of nominations will be sent via the WNYlib-I listserv, WNYLRC committee listservs, other listservs at committee member institutions, www.wnylrc.org, and regular mail beginning in Jan-Feb.

Section 4: There are two steps in the nomination process. The first step will be submission of the online nomination form in which the narrative portion will weigh strongly in the Task Group's decision to move forward. The second step will be requesting further support and supplementary materials from the nominator.

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 renomination within a three-year period. Past winners will be listed on WNYLRC's website for reference.

Article III: Awards

Section 1: Two awards are given out annually. They are:

- Outstanding Library Award (library award)
- Library All Star Award (individual award)

Section 2: Purpose and Criteria for each of the awards must be considered when evaluating nominations:

A. Outstanding Library 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

Western New York libraries, especially WNYLRC member libraries, are eligible to receive this award. The award shall be bestowed on a library nominee based on its accomplishments during the current year or for several recent years of activity.

B. Library All Star Award

1. Purpose of the Award: This award honors an individual from a WNYLRC member library at any staffing level or a WNYLRC committee member who has contributed to a welcoming library atmosphere and provided excellent engagement and outreach within and outside of their library and neighboring communities. This could be demonstrated through advocacy, committee work, providing networking opportunities, and/or creating projects that bridge two or more libraries or community organizations. This can also include excellence in leadership activities, development of new or improved services that enhance the experience of library patrons or library operations, creation of a new or unique program for an underserved population, establishment of a new or enhanced service model, or design of an innovative program.

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

Staff from Western New York libraries, especially WNYLRC member libraries, are eligible to receive this award. The award shall be bestowed on a nominee based on an accomplishment during the current year or several recent years of activity.

Section 3: Multiple winners for all awards may be chosen if deemed worthy.

Section 4: Letters of notification are sent to nominated individuals and libraries.

Section 5: Letters of notification are sent to nominators of those not chosen for an award to encourage them to renominate their candidate the following year if the criteria still apply.

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

- Outstanding Library Award (6575)
- Library All Star Award (RWS73)