

## Awards Committee

### General

A Chair and six members are appointed by the President. No two members should be from the same state. Committee members are appointed by the President for two year terms and appointments are staggered to provide continuity. New members are appointed within two months following the annual meeting.

Committee appointees should have been active in MPLA for at least three years in order to be knowledgeable about people and concerns in the area. If possible, there should be representation from the state(s) in which conference(s) will be held.

The Chair should have served on the committee at least one year. When possible, the Chair should be appointed from one of the second year committee members to serve a third year on the committee.

Every award need not be given every year; if no nominations are submitted for a category or the committee does not find a worthy candidate among those nominated, no award should be given.

The award categories are:

1. *The MPLA Unsung Hero Award:* To be given to any library individual(s) or group(s) in the MPLA region who have worked on a special project that has some significance to a community but which has not been eligible for a library award or which has for other reasons specified by the nominator not been recognized, to the degree that it merits, by any library organization.
2. *Carl Gaumer Library Champion Award:* To be given to the individual, organization or company whose positive support of the Mountain Plains Library Association is demonstrated by repeated conscientious endeavors towards libraries, library staff, trustees and professional activities.
3. *MPLA Distinguished Service Award:* To be given to an MPLA member who has made notable contributions to the library profession or has furthered significant development of libraries in the Mountain Plains region, or has performed exemplary service for an extended period of time. In the case of retired individuals, the nominee may be a past member of MPLA.
4. *MPLA Literary Contribution Award:* To be given to an author whose published writings have successfully furthered an understanding and appreciation of the Mountain Plains

region. The author need not reside in the region, and the selection may be based on either a single work or a body of works. Published works will be evaluated on the basis of literary worth, readability, and evidence of responsible research.

5. *MPLA Beginning Professional Award*: To recognize an MPLA member, who as a librarian/media specialist within the first five years after receiving a library/media masters degree, has made a positive impact on the quality and role of library service. Factors such as innovative programming and planning, use of resources, and special projects will be considered.
6. *MPLA Innovator Award*: To recognize an up-and-coming individual(s) or group(s) in the MPLA region for a creative, inventive, trail-blazing project that has significance to the library community.

Nominations may be submitted from MPLA membership at large; the Awards Committee members should also take an active role in preparing nominations. Final determination of award recipients is the responsibility of the Awards Committee.

Additional award categories may be added if determined to be appropriate by the Executive Board.

### **Post-Conference Duties and Activities**

1. Post-conference activities related to the awards given at the just concluded conference include:
  - a. Submit article(s) detailing the recipients' achievements. The article(s), accompanied by a photograph of the winners should be forwarded to the *MPLA Newsletter* editor in accordance with copy deadlines for the post-conference issue of the *MPLA Newsletter*.
  - b. Prepare and promptly distribute press releases regarding awards made at the MPLA conference to the news media, library publications in each recipient's area and to the State Representatives.
  - c. Submit pertinent expense receipts for award recipients to the Executive Secretary for reimbursement. See 6.9 4:c under "Pre-Conference Duties and Responsibilities" for policies on expenses that will be covered for award winners.
  - d. Update records of award recipients and send relevant materials to incoming chair.

### **Pre-Conference Duties and Activities**

1. The Chair and all committee members are responsible for soliciting nominations. The Committee Chair should prepare nomination forms for distribution in order to publicize the awards to be given and their criteria. Nominations should be solicited through the *MPLA Newsletter*, the various state publications, the website and other appropriate means. A deadline should be established for the receipt of nominations at least three months prior to the next annual conference; this deadline should appear on the nomination form. The nomination form should also request supporting documentation to be submitted with the nomination form to ensure the Award Committee's ability to make critical assessments of the nominees' achievements and contributions.
2. Chair to receive all nominations, verify current MPLA membership of submitting individual, and distribute copies of the nomination forms and the supporting documentation to all committee members.
3. Notify Executive Board of the names of individuals and the awards for which they were nominated.
4. Select with the committee, award recipients during a pre-arranged telephone conference call. Final decision on awards should be made at least eight weeks prior to annual conference. Written notification of the committee's selection(s) should be sent to all members of the Executive Board.
5. Notify award recipients of their selection. The following items should be covered in the notification:
  - a. Recipient should provide a digital photograph for inclusion in the *MPLA Newsletter*.
  - b. The date, time, and location of the event.
  - c. Winners will be the guest of MPLA at the event and will be provided with two free meal tickets, for the recipient and one guest.
6. Prepare specific wording to be included on the plaque and submit to the Executive Secretary. These items should be submitted to the Executive Secretary at least six

weeks prior to the conference. The Executive Secretary is responsible for production of the plaques and for their transportation to the conference.

7. Coordinate awards event with Conference Committee and host state association, including planning for table reservations and seating arrangements, meeting nonmember recipients and taking them to the location of the event, information for the awards program, and order of awards ceremony.
8. Prepare certificates for Board Choice winners and have them signed by the nominator and president at the Executive Board meeting prior to conference so that they can be presented during the awards presentation.

### **Conference Duties and Activities**

Prepare the script for the President to read for each award winner. Awards are presented by the MPLA President at the annual conference awards function.

**For nomination form, see <http://mpla.us/forms/award-nomination.html>**