

## Library of Michigan Foundation

# *State Librarian's Excellence Award Nomination Form*

### DEFINITION

The Library of Michigan Foundation's State Librarian's Excellence Award will be awarded to a library (any type) that exemplifies excellence in customer service. One (1) library in the state of Michigan will receive this prestigious award each year. The recipient library will receive a \$3,000 cash prize and a trophy for display in its public area. Two (2) Library of Michigan Foundation Citations of Excellence will be presented and the recipient libraries will each receive \$1,000 and a small trophy for display.

### DEADLINE

The deadline for nominations was August 17, 2018, but **has now been extended to Friday, August 24, 2018.**

### EVALUATION FACTORS

1. Demonstrate that your library provides superior service to its customers and community:
  - in a cost-effective manner
  - with a can-do attitude
  - by always delivering on promises
  - by providing specific examples of relevant and superior library service from last year. (Examples from previous years are acceptable, though not as important as the past year.)
2. Demonstrate your library's commitment to high standards of customer service through staff dealings with customers and the service community:
  - Show commitment throughout the staff to a coordinated approach to supporting customers
  - Provide copies of customer comments and testimonials
  - Explain how you communicate with your library users to determine their library service needs

Library directors, trustees, library users, administrators, or parent agency representatives may make nominations.

(Note: Nominations entered should be for the library, not for the library director.)

Nominations must be supported by a minimum of 3 but not more than 5 letters of recommendation from the Library's constituency.

- Patrons/Customers
- Members of governing bodies
- Community organizations or groups
- Others you feel are relevant



*State Librarian's  
Excellence Award 2018*  
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## Nomination Submission Requirements

- Original, plus 7 duplicate packets
- All 8 packets must look the same and include all the same materials arranged in the same order
- This completed State Librarian's Excellence Award Nomination Form should appear as the first page of each packet
- A written explanation of up to two pages, or a list of bulleted narrative points, that clearly enumerates how the library's accomplishments fit the evaluation factors for the award. (Note: Entries that describe programs and their effects on users and the community will be especially helpful to the panel in selecting a winner. Supporting materials, such as brochures, testimonials, press clippings, etc., may be included and are helpful, but they are less important than the written narrative)
- Please do not send multimedia; instead provide information on how to access multimedia information online
- NOTE: For school and public libraries, be sure to note any participation in the past year in the SL21 or QSAC benchmark/best practices programs. Participation in these programs is not required but may be taken into consideration by the selection panel.

## NOMINATION FORM:

Library Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Web Address \_\_\_\_\_  
Email Address \_\_\_\_\_  
Library Class \_\_\_\_\_  
Number of Staff \_\_\_\_\_

The **nomination packets should be postmarked on or before August 24, 2018** and sent to:

Library of Michigan Foundation  
702 West Kalamazoo Street  
P.O. Box 11027  
Lansing, MI 48901

Selection panel representatives include the State Librarian, the director of the SLEA-winning library from the previous year, and representatives from the Library of Michigan, an academic library, a public library, a school library, and a special library.

The winners will be honored at the State Librarian's luncheon on Wednesday, October 17 from noon to 1:00 p.m. during the 2018 Michigan Library Association Annual Conference in Novi.

## Contact Person:

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