

AWARDS MANUAL
OF THE
AMERICAN LIBRARY ASSOCIATION

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ALA and ALA Unit awards are listed in the ALA Handbook of Organization. A list of all award winners is available at the Annual Conference -Literature Distribution Center or in the ALA Office. Further information on all ALA awards and award winners may be found on the ALA website [www.ala.org/ work/ awards](http://www.ala.org/work/awards). Listings of jury members may be obtained from the ALA Awards Committee Staff Liaison.

Revised August 2008

FUNCTION STATEMENT

The ALA Awards Committee shall make recommendations to the Executive Board and the ALA Council on all policies relating to ALA distinguished service, exemplary accomplishment, and/or achievement awards, and ALA book/media awards to be made or sponsored by ALA and its units. It shall administer all such awards presented in the name of the American Library Association, known as “ALA General Awards.” All ALA General Awards shall recognize achievements within the profession. The Committee shall review periodically the appropriateness of existing ALA General Awards; shall recommend modification, elimination, or suspension of existing ALA General Awards as needed;

to the anticipated date of advertisement. The Awards Committee will review and provide assistance to the unit

Policy (cont.)

The winner of each award is selected according to the stated terms of the particular award. Neither jury members or their library can be considered for the award if they are serving on the jury making that award. Apart from these limitations, no member of the profession shall be either selected for or excluded from any award on the basis of the position an individual holds. ALA awards are intended to recognize living persons rather than to honor the deceased; therefore, awards are not made posthumously except in situation where death occurs between the time nominations are closed and the winners announced. ALA awards may honor retired librarians unless otherwise excluded under the terms of an award for which they have been nominated. For purposes of awards, the term "librarian" is not limited to those with formal library degrees, but includes anyone with a recognized library affiliation.

No individual may be selected for the same award more than once, except in such cases where the award is made for an accomplishment or project, such as a publication, not previously honored; further, no individual shall be selected for more than one award administered by the ALA Awards Committee in any one year. A single individual; however, may be selected for more than one award over a period of years.

Meetings The Committee meets during the Midwinter Meeting and

Duties of the Chair It is the duty of the Chair to:

1. Call meetings of the Committee during the Midwinter Meeting and the Annual Conference, and to call any other meetings that may be needed throughout the year. The Staff Liaison is responsible for completing Meeting Request Forms and submitting all requests to Conference Services.
 - a. Meetings during Midwinter Meeting are the principal business meetings of the year when, for example, proposals for new awards are considered, reviews of existing awards are presented, and the discontinuance of current awards are recommended. Plans for the presentation of awards during the Annual Conference are discussed at these meetings.
 - b. Meetings during the Annual Conference should also be for the purpose of outlining the year's work with both incoming and outgoing members of the Committee and jury chairs, and for transacting other business as necessary.
 - c. A meeting should be scheduled in advance of at least one Council meeting, in order that appropriate recommendations might be made to Council during Midwinter. (ALA Recognition Awards only).
2. Appoint juries for all awards administered by the Committee as soon as possible. Suggestions should be requested from the current jury chairs regarding potential members to serve as chairs and members of the next year's jury. Suggestions for jury appointments may be requested from division presidents and units within ALA, state agencies and associations, Awards committee members, headquarters staff, and the association membership, at large. In most cases, it is appropriate to seek a representation of people from different types of libraries; in some cases, the specifics of the award require designated representation.

3. Present matters concerning awards to Council, as necessary, for action or information.

Juries

Juries are appointed annually by the Awards Committee Chair for the purpose of selecting recipients of the ALA Awards. Donors are not eligible to serve on the jury for their award. There are five members per jury. Award winners will be selected by the juries within two weeks after the Midwinter.

Neither jury members nor their institutions are eligible for nominations for the award jury on which they are currently serving. If this occurs, jury members should recuse themselves from discussion or voting or decline the nomination if they have a conflict of interest. If a further conflict of interest exists, the jury members should recuse themselves from voting. If necessary, final determination shall be made by the ALA Award Committee Chair. If there is any other conflict of interest, it should be discussed with the ALA Awards Committee Chair who will make the final determination.

Duties of the Jury Chair

As the person responsible for overseeing the selection process for a specific award, the Jury Chair should become familiar with the general description, selection criteria, and previous recipients of the award.

It is the duty of the Jury Chair to:

1. Schedule meetings during the Midwinter Meeting as needed for the selection of an award recipient. ALA policy 7.4.4. Jury deliberations are "closed sessions."
2. Insure that the jury understands the criteria and selection process for that particular award.
3. Publicize their particular award to colleagues and notable candidates using as wide a variety of communication mechanism as useful.
4. Encourage and submit nominations considered worthy of an award.
5. Manage the awards distribution and deliberation process as needed.
6. If applicant pool is inadequate, review the jury's file for the previous year.
7. Make the award selection; forward appropriate documentation to the ALA Awards Program Office.

PROCEDURES

Publicity The Staff Liaison prepares the awards announcement which appears in the September issue of

Bylaws VIII Section 8. Votes in the Executive Board, as well as in committees, may be taken by mail, electronic system, or conference call, provided that all members are canvassed simultaneously. An affirmative vote from two-thirds of a quorum of the body shall be required.

Jury chairs should inform the ALA Awards Committee Chair of any problems that arise in the handling of their duties and make any recommendations concerning the award which they deem necessary.

Lack of Suitable Applicants Juries are not obligated to make a selection of a winner in any year when appropriate candidates for an award are not available.

Selection Each jury member will be provided with the names of all eligible candidates/projects, the nominating statements, and other supporting documentation prior to the Midwinter Meeting. A systematic procedure for evaluating nominations should be agreed upon prior to selection. If a vote is taken, all jury members, including the chair, are entitled to vote.

The jury chair will notify the Staff Liaison, and jury members of the jury's selection, as soon as it is made. The Staff Liaison will instruct the jury chair when to notify the winner.

In the event that the same person is selected for two or more awards in the same year, the Staff Liaison shall contact the winner, and ask the winner which award he/she would prefer to receive, and the appropriate jury will be asked to make another selection.

When notifying the winner, the jury chair should request one color head photo (any size) and their vita to use in publicity releases. If the winner is a library, request one color photograph of the library (any size). This information should be sent to the Awards Committee Staff Liaison by March 30th. Copies of the letter to the winner should be sent to the chair of the Award Committee and to the Staff Liaison.

ALA Awards Procedures

- e. Prepares nomination letters and appointment acceptance forms for ALA award jury members from names provided by the Chair.

4. Notifying each winner and donor/sponsor when and where to be present for the award ceremony. Coordinate with Conference Services complimentary tickets for award recipients and donors. Notifying award donors of the juries' selection.
5. Prepare the committee chair's speech for the Awards Reception.
6. Update online list of award winners by September of each year.

ESTABLISHMENT OF NEW AWARDS

A request that a new ALA or unit award be established may come from any member or unit of the Association or from any individual or group outside the Association interested in the recognition and development of

For awards by a unit of ALA, administrative costs estimated by the unit shall be included in the proposal and in budget requests as needed.

The purpose of the administrative fee shall be to pay for:

- a. Costs of preparation, printing and distribution of award criteria and nomination forms.
- b. Costs for preparing appropriate citations and/ or plaques.
- c. Publicity and promotion of the award.
- d. Expenses for the award presentation ceremonies.

Administration

The practicality of administering the proposed award:

- a. A workable set of objective standards for selecting a winner is needed.
- b. Awards demanding large or bulky mailings of material among jury members are to be avoided.
- c. The availability of appropriate candidates is essential. (Awards for special projects, study, or writing are generally pursued by the individuals or groups intending to perform the work.)

The life expectancy of the award:

- a. A date for the Awards Committee or unit to review and determine the continuation of an award should be set at the time an award is established. A trial period of three years is usual.
- b. Endowments to insure the continuation of recognized awards of five or more years standing are to be encouraged.

Application Procedure

A copy of the award proposal must be submitted electronically to the Awards Committee Staff Liaison at least one month prior to the Committee's regular meeting. This frequently is a two stage process. The applicant may be asked to make revisions before approval. This may or may not be accomplished within the space of a one conference depending on the nature or extent/complexities of the changes recommended by the Committee. Applicants should allow enough time for this process.

The Awards Committee shall consider each proposal at a regular meeting. It is recommended that a representative of the ALA unit most closely connected with the proposal attend this meeting to answer questions and to hear the advice of the Committee.

The committee will not approve new proposals electronically that haven't been discussed at a regular meeting.

FORMAT FOR PREPARING AN AWARD PROPOSAL

- Name of Award
- Definition, Purpose and Criteria: Specify the person(s) or group(s) e

- Donor: Specify the individual, group, institution, etc. who will provide funds for both any cash award to be given and the administrative expenses incurred.
- Budget: Develop a 3-5 year budget showing award expenses, administrative fees, promotional costs, certificate costs, and other appropriate expenses.
- Contact Person: name, address, and telephone number, fax or email.
- Promotional plans: Promotion of the award availability and award recipient publicity plans
- Evaluation: Plans for evaluating effectiveness of the award

Note: A copy must be submitted electronically to the

DISCONTINUING OR SUSPENDING AWARDS

Policy

ALA awards may be discontinued or suspended for any of the following reasons:

1. General lack of interest in the award as shown by the failure of a jury to receive any nominations or applications for the award for three consecutive years.
2. Inability of three consecutive juries to make a selection of a winner because the terms of the award are not relevant, impractical, or outdated.
3. Continuing pressure on a jury to influence the selection of a winner.
4. Withdrawal of financial support by the donor.
5. Any other reasons deemed appropriate by the Awards Committee.

A recommendation to discontinue or suspend an ALA award is presented to Council for action.

Sunsetting Procedures

If an award is discontinued or suspended for any one of the reasons stated above, a statement indicating one of the following reasons should be received by the Staff Liaison of the Chair of the Awards Committee.

PRESENTATION CEREMONY

The Awards Committee Staff Liaison coordinates and schedules all awards

OTHER UNIT AWARD RESPONSIBILITIES

Each ALA division or unit is responsible for the administration of those awards it presents within the general ALA policies governing awards.

Unit Responsibility Each unit will:

1. Review periodically the relevancy of its existing award(s) and report on this review to the ALA Awards Committee.
2. Modify, eliminate or suspend its existing award(s) and notify the ALA Awards Committee Chair and the Staff Liaison of any such action.
3. Handle all details and expenses with respect to its award(s).
4. Submit an electronic copy of its proposal for new awards or revisions of existing unit awards to the ALA staff liaison one month prior to a regular meeting of the Committee.

**ALA Awards
Committee
Responsibility**

The ALA Awards Committee will:

1. Review and provide assistance to the unit on questions of procedure and coordination with other units.
2. Report all new awards, prior to implementation date to Council.

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American Library Association

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