

AWARDS MANUAL
OF THE
AMERICAN LIBRARY ASSOCIATION

Revised March 2014

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

POLICY

Each year, the American Library Association seeks to honor, through its awards program, those who have rendered distinguished Service to libraries and librarianship. Such recognition is made for individual achievement of a high order in some area of librarianship. The winners of ALA awards for individual achievement constitute a "hall of fame" for librarianship. The juries making the selections are responsible for maintaining the high standards established by their predecessors in selecting individuals who have furthered to a notable degree the purposes of the profession.

Administration of the ALA general awards and grants is under the jurisdiction of the Awards Committee, appointed by the President-elect and approved by the Executive Board. The Chair of the ALA Awards Committee appoints juries to select recipients of ALA general awards and, along with the staff liaison, coordinates the work of these juries.

No limit is imposed on the number of ALA general awards and grants established, but it is expected that the number will remain small since the prestige of existing awards may be lessened with each new award that is established. The minimum amount for ALA Recognition Awards is \$5,000, and for Grants, \$10,000. **Offices, Divisions, and Roundtables are not ALA association-wide awards and do not have to adhere to the minimum monetary amounts.**

All awards should recognize achievement within the profession and all aspects of the profession should be represented in the ALA Awards Program. Overlapping in closely related areas should be avoided.

The winner of each award is selected according to the stated terms of the particular award. Neither jury members nor 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

AWARDS COMMITTEE

The Awards Committee is responsible for the coordination and administration of the general ALA Awards Program. The Staff Liaison works directly with the Awards Committee chair for overall administration and policy oversight. Award juries and committees of any unit or division function independently and not as a subcommittee of the Awards Committee.

In accordance with Article VIII. Committees. Sections 1 & 2 of the ALA Bylaws the Committee consists of nine members appointed by the Executive Board upon the advice of the Committee on Appointments, with consideration being given to recommendations made by division presidents, members of the current Awards Committee, and the membership at large of the Association. The interests of various types of libraries and library activities should be represented on the Committee at all times, with priority to have wide geographical distribution among the members.

Members are appointed for two-year terms, and reappointment may be made for a second, but not a third, consecutive term. The Executive Board designates the chair annually.

Any vacancy occurring on the Committee is filled by appointment by the Executive Board. Such member is expected to serve until the expiration of the conference year in which the vacancy occurs, at which time an appointment shall be made to complete the unexpired term.

Donors and/ or sponsors of ALA Awards are not eligible for appointment to the Committee.
ALA Awards Committee

Meetings

The Committee meets during the Midwinter Meeting and the Annual Conference of the Association. Additional meetings may be called by the chairperson if appropriate.

Minutes of all meetings of the Committee are prepared by the Staff Liaison and filed at Headquarters in the Governance office.

ALA policy A.7.4.4. Closed meetings may be held only for the discussion of matters affecting the privacy of individuals or institutions.

Responsibility of the Awards Committee

Members of the Awards Committee are responsible for:

1. Administering the general awards and grants presented in the name of the American Library Association, known as "ALA Awards." The exception is for Honorary Members

4. Recommending modifications, elimination, or suspension of existing ALA Awards.
5. Making recommendations with respect to proposed new awards.
6. Encouraging the establishment and funding of new awards as appropriate.
7. Publicizing the awards program by announcing in advance each year the awards that are to be made and for reporting the names of all winners after selections have been made.
8. Serving on one ALA Awards jury, when appropriate. Where juries require members from the Awards Committee beyond the number available, a former member of the Awards Committee may be appointed.
9. Encouraging and submitting nominations.

Duties of the Award Committee 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

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 A.7.4.4. Jury deliberations are "closed sessions."
2. Ensure 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.
8. Notify winners and those not selected

Duties of the Jury Members

1. Jury members are responsible for understanding the criteria for the jury you are on
2. Publicize their particular award to colleagues and notable candidates using as wide a variety of communication mechanism as useful.
3. Encourage and submit nominations considered worthy of an award.
4. If applicant pool is inadequate, review the jury's file for the previous year.
5. Manage the awards distribution and deliberation process as needed.
6. Meet the deadlines and select award winners by February 1

PROCEDURES

Publicity

The Staff Liaison prepares the awards announcement which appears in the September issue of *American Libraries*, and ALA Online and other ALA electronic publications. They also prepare a press release with a brief description of all ALA Awards to encourage nominations.

Nominations

Nominations and letters of recommendations may be received from individual ALA members and should reach the ALA Awards Program Office by the date noted on the application. Each nomination should be submitted online with an attached statement of qualifications as well as reasons for the choice. Receipt of each nomination will be promptly acknowledged to the person who made the nomination.

Deadline for submissions may be extended as needed.

Nominations need to be resubmitted each year.

Each annual jury must rule on the eligibility of nominations according to the overall policy outlined in the Awards Manual and in the stated terms of the particular award. Jury chairs may seek the advice of the Awards Committee in interpreting policy and terms.

Jury Meetings

In concurrence with ALA open/closed meeting policy, all jury meetings will be closed when considering merits of individuals or projects for awards and grants unless otherwise specified by the donor and agreed to by the Awards Committee. Juries can meet at the Midwinter Meeting, electronically, via conference call, or when appropriate.

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

Establishing a New Award with the American Library Association

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 libraries and librarianship.

The following points should be carefully considered before a new ALA award is established:

1. The intent and purpose of the individual or group making the proposal or donating a sum of money to be used for awards purposes. ALA awards shall recognize significant achievements within the profession and not serve primarily as advertisements for the donor.
2. The existence of already established awards in the same or similar areas of interest, since overlapping awards is to be avoided.
3. The monetary award to the winner.

ALA awards are of four types. Effective 1995, the minimum amounts are as follows:

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2. Awards demanding large or bulky mailings of material among jury members are to be avoided.
3. The availability of appropriate candidates. (Awards for special projects, study, or writing are generally pursued by the individuals or groups intending to perform the work.)

Life Expectancy of the award

Considerations:

1. 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.
2. Endowments to insure the continuation of recognized awards of five or more years standing are to be encouraged.

Preparing an Award Proposal

A copy of the award proposal must be submitted electronically to 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 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 concerned with the proposal to attend this meeting to answer questions and to hear the advice of the committee.**

An Award Proposal should include:

1. Name of Award
2. Definition, Purpose and Criteria: Specify the person(s) or group(s) eligible to receive the

6. Screening of Candidates and Recommendations: Indicate the process to be used in determining the award recipient.
7. Presentation of the Award: Specify dates for the announcement and presentation of the award. ALA awards should be designated for presentation at an appropriate meeting, e.g. Awards Reception, at the Annual Conference.
8. Form and/or Type of Award: Designate the form and/or type of award to be given. (e.g. cash, citation, medal, etc.)
9. Donor: Specify the individual, group, institution, etc. who will provide funds for both any cash award to be given and the administrative expenses incurred.
10. Budget - Develop a 3-5 year budget showing award expenses, administrative fees, promotional costs, certificate costs, and other appropriate expenses.
11. Contact Person: name, address, and telephone number, fax or email.
12. Promotional plans: Promotion of the award availability and award recipient publicity plans
13. Evaluation: Plans for evaluating effectiveness of the award

Note: A copy must be submitted electronically to the Awards Committee staff liaison prior to the Midwinter Meeting or Annual Conference. The staff liaison will notify you when to attend the committee meeting for further discussion.

Those preparing new awards should be present when the committee considers the proposal. In such cases where award money is offered to ALA, the Awards Committee, with the approval of the Executive Board with as much guidance as it is possible to get from the potential donor, shall define the intent of the award and set up the criteria for selecting a winner.

Should a proposed ALA award be deemed appropriate by the Awards Committee according to the policy noted above, the chair of the Awards Committee presents the proposal at a regular meeting of the ALA Council for adoption. If approved, the Executive Director will inform the donor of the acceptance of the award. In the case of a proposed unit award, the Awards Committee need only send a statement of the award as an information item to Council. Should a proposed ALA award be deemed inappropriate by the Awards Committee, a recommendation for its rejection is sent to the Executive Board, but a rejected proposal need not be presented to Council. In the case of a proposed unit award being rejected, the Awards Committee should indicate to the unit representative its reasons for not forwarding its proposal to the Executive Board and Council. A revised proposal can be submitted to the awards committee at the next regular meeting of the committee.

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4. The announcement of unit awards presented at other meetings of ALA not be repeated at the ALA Awards Reception.

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.

