

Nomination for [LIBRARY/ORGANIZATION/BUSINESS] for [AWARD NAME], page [#] of [Total pages]

Instructions: Please complete the header above and include the section titles in all caps. Supply additional information, replacing the italicized words. Delete these and all instructions in the document you submit. You may either submit this as a stand-alone document with additional attachments or as a single document in PDF (preferred). Please reduce electronic file size, if possible.

AWARD NAME (*Write ONE – Esther Burrin School Media Project, Outstanding Library, Programming, Sara Laughlin Marketing, Collaboration, Partnerships, Hoosier Intellectual Freedom, Library Champion, Tom Zupancic Literacy in Libraries – PLEASE REVIEW SPECIFIC CRITERIA TO INCLUDE BELOW*)

INSTITUTIONAL CONTACT INFO

*Library/Business/Organization
Street Address, City, State, Zip/Website
Contact person at that Library/Business/organization
Phone and E-mail
Social Media, if known*

SUMMARIZED - If awarded, in one-two sentences, summarize why this nominee institution is deserving of this award. *Consider these 1-2 sentences might be highlighted in a program, news summary or tweet.*

NOMINATOR - Contact Information for the Person Submitting the Nomination

*Name
Library/Business/Organization:
Street Address, City, State, Zip
Phone and E-mail
Relationship to Nominee*

INSTITUTIONAL'S, STAFF, TRUSTEE OR FRIENDS ROLE IN ILF - Comments about the role of the institution and its staff, trustees and Friends with ILF, if known and as applicable.

INTRODUCTION - Please describe the nominee institution (library/organization/business). Describe some of the basics about the institution (community served, geography, history). Most nominations include about 150 words.

INSTITUTION LEADERSHIP, if applicable - Include basics about leadership person or team as relevant to award. (no more than 150 words).

CONTRIBUTIONS/IMPACT, specific to award - Please describe the institution's contributions (to school, library, community, intellectual freedom, advocacy, literacy, etc.), specific to award criteria. Be sure to include qualifying information specific to the award being nominated (i.e., statistics, performance, budgeting, facilities, collections, programs, resource development, voluntary service, community change, etc.). Most nominations include about 200-500 words.

ENGAGEMENT, if applicable - Describe how individuals or groups were engaged with the institution in the work and/or outcomes, if applicable to award.

PARTNERSHIPS OR COLLABORATIONS – As relevant to the award nomination, describe the institutional partnerships or collaborations or contributions to the larger library community. Be sure to include

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qualifying information specific to the award being nominated. Most nominations include about 250-500 words.

ADDITIONAL INFO FOR SPECIFIC AWARDS – *Include additional section titles for specific criteria in Awards Description not captured earlier in Intro, Leadership, Contributions/Impact, Engagement and Collaborations/Partnership.*

- **Esther V Burrin School Media Project** – *See criteria and add section for those programs that bring attention to role of professional staff. Also attach Portfolio of at least 6 items.*
- **Outstanding Library** – *See criteria and add sections for notable service or programming, contributions to staff development, physical facilities, active involvement of Trustees and expansion of service. Add others, as needed.*
- **Programming** – *See criteria and add sections for statement of need for programming, all areas of the library. Include stats under Impact section earlier. Include portfolio of 5-20 items.*
- **Sara Laughlin Marketing** – *See criteria and add section that lists the 5-10 items of documentation showing the indispensable role of the library and community. Add a section labeled Results. Then attach the documentation.*

Attachments - *Please list attachments relevant to this award and how they will be received or if included with this document in single package. Samples are below.*

- Letter(s) (see description for numbers of letters of support required; most required 3-5 letters)
- Program example (only if applicable)