

Library/Information Center of the Year Award



Instructions

1. Fill out the nomination form and collect the required signatures. Complete all three selection criteria statements (mission support, creativity/innovation, demonstrated outcomes).
2. Scan and attach any supporting materials (e.g., testimonials, managerial endorsements, newspaper articles, promotional materials) that relate to the nominee's accomplishments in Fiscal Year 2025. Visit the [FEDLINK Awards](#) webpage for exemplars and additional information.
3. Email the completed nomination form and any supporting materials to fliccfno@loc.gov no later than 11:59 p.m., Monday, December 22, 2025. (The entire nomination packet email attachment cannot exceed 3MB.) If you do not receive confirmation of your submission within one week, email fliccfno@loc.gov.

■ Nominee

Library/information center name:

Agency:

Name of director:

Library address:

City:

State:

Zip:

Phone:

Email:

Number and type of users and patrons:

Number of staff (federal and contracted):

1-9

10 or more

Additional comments or explanations (optional):

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■ Nominator

Relationship to nominee: Self Other

Name:

Title:

Organization:

Phone:

Email:

Nomination statement (required, 200 words or less): *I believe the nominee should be Federal Library/Information Center of the Year for Fiscal Year 2025 because...*

Signature:

Date:

■ Management Approval (organization above federal library or information center)

Name:

Title:

Organization:

Statement of approval (comment required, 200 words or less): *I approve this nomination for Federal Library/Information Center of the Year for Fiscal Year 2025.*

Signature:

Date:

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■ Selection Criteria Statement (500 words or less)

1. **Mission Support:** The extent to which the federal library or information center assisted in fulfilling its organization's mission during Fiscal Year 2025.

Include brief statements of both the agency and the library/information center missions, the number and needs of library users, and an overview of how the library/information center has fulfilled mission-centered efforts. Cite specific examples and any supporting quantifiable data.

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■ Selection Criteria Statement (500 words or less)

2. Creativity/Innovation: The extent to which the federal library/information center demonstrated creativity or innovation to meet the agency mission by developing new and/or enhancing existing service(s) in Fiscal Year 2025.

Define a program challenge, describe the resolution, and explain the impact. Cite specific examples and any supporting quantifiable data.

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■ Selection Criteria Statement (500 words or less)

3. **Demonstrated Outcomes:** The extent to which the federal library or information center served the needs of its defined user group(s) in Fiscal Year 2025.

Include impact statements and/or quantifiable data such as statistics, testimonials, cost savings to the institution, program changes, projects completed, etc.