



Library/Information Center Project 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, significance/outcomes).
2. Scan and attach any supporting materials (e.g., statistics on usage, cost-savings, hours involved, and customer satisfaction; managerial endorsements or leadership feedback; assessments, after-action reports, or qualitative evaluations; articles; promotional materials; etc.) that relate to the project's methodology and results in Fiscal Year 2025.
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 5MB. Please do not include video, audio, or high-resolution image files.) If you do not receive confirmation of your submission within one week, email fliccfno@loc.gov.

■ Nomination

Project title:

Agency/agencies:

Project point of contact (POC):

Phone:

Email:

POC library address:

City:

State:

Zip:

Brief description of the project:

Number of project team members:

Additional comments or explanations (optional):



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■ Nominator

Relationship to project:

Name:

Title:

Organization:

Phone:

Email:

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

Signature:

Date:

■ Supervisor Approval

Name:

Title:

Organization:

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

Signature:

Date:

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■ Selection Criteria Statement (500 words or less):

1. **Mission Support:** The extent to which the project assisted in fulfilling one or more organizational missions or the extent to which the project highlighted the importance of federal librarians and information professionals and/or federal libraries and information centers.

A project is defined as a “planned and strategized effort geared towards implementing one or more service, program, system, or collection changes in pursuit of, and resulting in, achievements that enhance the library/information center and the agency’s mission success.” Include any applicable agency and library/information center mission and vision statements.

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■ Selection Criteria Statement (500 words or less):

2. **Creativity/Innovation:** The novelty of the approach taken to address the problem the project seeks to solve. The nomination should include the problem statement and describe an approach or methodology that demonstrates creativity and innovation.

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■ Selection Criteria Statement (500 words or less):

3. **Significance/Outcomes:** The storytelling behind the data indicating the impact of the project on the field of federal librarianship (or the federal library community) or on the perceived value/impact that librarians/information professionals provide in support of the agency's (or agencies') mission(s).

Supporting data should be presented demonstrating evidence of significance and outcomes, and may include statistics, customer satisfaction metrics, cost savings to the institution, hours involved, assessments and qualitative evaluations, and user and leadership feedback.