



Library Technician of the Year Award

Instructions

1. Fill out the nomination form and collect the required signatures. Complete all three selection criteria statements (service excellence, technical competency, flexibility).
2. Scan and attach any supporting materials (e.g., testimonials, managerial endorsements, newspaper articles, promotional materials) related 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 (must be a federal employee)

Name: _____ Title: _____
Agency: _____
Mailing address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
Additional comments or explanations (optional, 50 words or less):

■ Nominator (select your relationship to nominee: Self Other)

Name: _____ Title: _____
Agency: _____
Mailing address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Nomination statement (required, 100 words or less): *I believe the nominee should be Federal Library Technician of the Year for Fiscal Year 2025 because...*

Signature: _____

Date: _____



Library Technician of the Year Award

■ Management Approval – Immediate Supervisor

Name:

Title:

Organization:

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

Signature:

Date:

■ Management Approval – Second Level Supervisor

Name:

Title:

Organization:

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

Signature:

Date:

Library Technician of the Year Award



■ Selection Criteria Statement (500 words or less)

1. Demonstrated commitment to service excellence in support of the mission of the library or information center in Fiscal Year 2025 (include brief statement of the library mission).

Cover achievements during Fiscal Year 2025. Include impact statements and/or quantifiable data such as statistics, cost savings to the institution, program changes, projects completed, etc.

Library Technician of the Year Award



■ Selection Criteria Statement (500 words or less)

2. Demonstrated exceptional technical competency during Fiscal Year 2025 in one of the following: Public services, technical services, information technology, or other library/information service areas.

Cover achievements during Fiscal Year 2025. Include impact statements and/or quantifiable data such as statistics, cost savings to the institution, program changes, projects completed, etc.

Library Technician of the Year Award



■ Selection Criteria Statement (500 words or less)

3. Demonstrated flexibility during Fiscal Year 2025.

Cover achievements during Fiscal Year 2025. Include impact statements and/or quantifiable data such as statistics, cost savings to the institution, program changes, projects completed, etc.