

Tips for a Winning Nomination



Getting Started

■ What is worthy of an award?

- Special projects
- Overcoming obstacles – documentation of doing better with less
- Outstanding contributions in a specialized field

■ What information will help prepare a nomination?

- Performance evaluations that describe achievements
- Awards or certificates for accomplishments
- Annual reports
- Press releases or news articles

■ Questions to ask:

- Does the nomination information cover all the requirements?
- What factors or criteria will be considered?
- What type of documentation is required?
- What background information is needed?
- Are letters of recommendation or endorsements required?
- Are statements required for each factor?
- Are examples of brochures, photos, award citations, news articles allowed or required?

■ The what and the how:

- What did the nominee do?
- What outstanding projects or activities did the nominee complete in the previous fiscal year?
- Were there any specific challenges or obstacles to overcome? How did the nominee manage completing the project/activity?
- What creative or innovative solutions did the nominee use?
- What are the main accomplishments from the previous fiscal year?
- What benefits did the efforts give to the library/agency/federal information community?

Keep it SMART

- Specific
- Measurable
- Accomplishments
- Results
- Timeframe

Resources

Award descriptions and nomination forms

Federal Library & Information Network (FEDLINK) Awards Application
Librarian of the Year Award

Instructions

1. Fill out the nomination form and collect the required signatures. Complete the mission support statement and all three competency statements based on FEDLINK's [Competency for Federal Librarians](#). Include impact statement and/or quantitative data such as statistics, cost savings, program changes, projects completed, etc.
2. Scan and attach supporting materials (e.g. newsletters, managerial endorsements, newspaper articles, promotional materials) that relate to the nominee's accomplishments in Fiscal Year 2023. Visit the [FEDLINK Awards](#) webpage for complete and additional information.
3. Email the completed nomination form and supporting materials to libawards@loc.gov no later than 11:59 pm, Friday, January 12, 2024. (The entire nomination packet email attachment cannot exceed 10MB. If you do not receive confirmation of your submission within one week, email libawards@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 Librarian of the Year for Fiscal Year 2023 because:

Signature: Date:

Past awardee exemplars



Tips for a Winning Nomination

Best Practices

1. Read the description, eligibility, and instructions for submission. Make note of how many items are required.
2. Remember that the awards are for the previous fiscal year only.
3. Know that nominators must be federal employees. Contractors are not eligible.
4. Ensure librarian and library technician nominees are federal employees.
5. Address each selection criteria category individually and clearly (i.e., identify which selection criteria category is being addressed). Be sure the entire nomination is concise and easy to read.
6. Include the mission statement of the agency/organization and the library or information center.
7. If using acronyms, spell out the first reference.
8. Use current performance evaluations or annual reports for specific examples and quantifiable data.
9. Quantify data on meeting needs of the defined user group (i.e., increasing number of requests, higher satisfaction rating by higher percentage of user population, cost savings to organization, awards won for specific programs or projects — quoting the citation with the award).
10. Adhere to specified word limits for written statements.
11. Provide supporting materials only if a summary statement cannot highlight all of the measurable data. Choose the items wisely.
12. Review the nomination and ask others to proofread it.
13. Collect required signatures from the nominator and nominee manager (approving official or officials). Ensure the nomination packet is complete.
14. Submit the nomination on time.