



## **Guidelines for the UHLS Volunteer of the Year Award**

*The Volunteer of the Year Award was created to honor outstanding service to a member library. The Volunteer who is honored is someone who has made an **extraordinary contribution** to the **ongoing** services and programs of the member library. It is understood that a maximum of two Awards will be presented annually. This Award is intended to honor extraordinary service, not necessarily to recognize longevity (i.e. the quality of the volunteer's service is recognized, not the length of that service).*

### **ELIGIBILITY**

*In order to be considered, nominees must meet all of the following eligibility requirements:*

- *Must have volunteered for the member library during, at least, the prior calendar year.*
- *Made an extraordinary contribution to the ongoing services and programs of the library.*
- *Both individuals and groups are eligible for nomination.*

### **EXAMPLES OF POTENTIAL AWARD WINNERS**

- *A Volunteer who for several years was the heart of the Friends of the Library and her leadership led to the establishment of an ongoing book sale, "The Book Nook," which annually added funds to the Library's budget. She also set up an eBay account for the Friends and through this raised more funds. In addition, she spearheaded the Friends' support of other library activities.*
- *A Volunteer who had been involved in every phase of the library's work from shelving books to finding items in the online catalog for patrons and assisting users with the public computers. He often saw ways in which a library process could be streamlined and made many suggestions for improvements.*

### **NOMINATION PROCEDURE**

- *An individual may be nominated by the library director, by a trustee or by a community member. The nomination should be accompanied by supporting materials.*
- *The UHLS Services Committee will review the nominations and is responsible for the selection of the award recipient.*
- ***DEADLINE FOR NOMINATIONS: March 18, 2011***

### **NOMINATION REVIEW CRITERIA**

- **Quality of the nomination**
  - a. *Clear, concise description of the nominee*
  - b. *Effective supporting materials*
  
- **Volunteer term**
  - a. *Must have volunteered in the library during, at least, the previous calendar year*
  
- **Contribution to the library**
  - a. *Made an extraordinary contribution to the ongoing services and programs of the library*

### **ANNOUNCEMENT OF AWARD**

- *The winner will be announced at the May UHLS Board meeting and the award will be presented at the June Annual Meeting.*
- *The award will consist of a framed certificate honoring the recipient's achievements.*
- *In the event that a recipient is not present at the Annual Meeting, the certificate will be given to the library's Board President or Director for presentation at the next Board meeting.*