

Library of Michigan Foundation  
**STATE LIBRARIAN'S**  
*Excellence*  
**AWARD**

## Nomination Form

Library Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Website Address \_\_\_\_\_

Email Address \_\_\_\_\_

## Send the Nomination to:

Library of Michigan Foundation  
P.O. Box 30159  
702 West Kalamazoo Street  
Lansing, MI 48909



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## Definition

The Library of Michigan Foundation's State Librarian's Excellence Award will be awarded to a library (any type) that exemplifies excellence in customer service. One (1) library in the state of Michigan will receive this prestigious award each year. The recipient library will receive a \$2,000 cash prize and a distinctive trophy for display in its public area. Two (2) Library of Michigan Foundation Citations of Excellence will be presented and the recipient libraries will each receive \$500 and an attractive small trophy for display.

## Criteria

1. Demonstrate that your library provides superior service to its customers and community:
  - in a cost effective manner
  - with a can-do attitude
  - by always delivering on promises
  - by providing specific examples of relevant and superior library service from last year. (Examples from previous years are acceptable, though not as important as the past year.)
2. Demonstrate your library's commitment to high standards of customer service through staff dealings with customers and the service community:
  - Show commitment throughout the staff to a coordinated approach to supporting customers
  - Provide copies of customer comments and testimonials
  - Explain how you communicate with your library users to determine their library service needs

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## Deadline for Nominations: October 1, 2010

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### Nominations

Library directors, trustees, library users, administrators, or parent agency representatives may make nominations.

(Note: Nominations entered should be for the library, not for the library director.)

### Letters of Support

Nominations must be supported by a minimum of 3 but no more than 5 letters of recommendation from the Library's constituency.

- Patrons/Customers
- Community organizations or groups
- Members of governing bodies
- Others you feel are relevant

### Selection Panel Representatives

1. The State Librarian
2. Library of Michigan
3. Michigan Library Association
4. Academic Library
5. Public Library
6. School Library
7. Special Library
8. Previous year winner's director

### Presentation of the Award

The winner will be announced and the award(s) presented on Thursday, November 11, 2010 at the State Librarian's Luncheon during the 2010 Michigan Library Association Annual Conference in Traverse City.

### Contact Person

Joyce Ruttan, Foundation Administrative Assistant  
Library of Michigan Foundation  
P.O. Box 30159, Lansing, MI 48909  
Phone: 517-373-2977  
Email: [ruttanj@michigan.gov](mailto:ruttanj@michigan.gov)

### Nomination Submission Requirements

- Original, plus 7 duplicate packets
- All 8 packets must look the same and include all the same materials arranged in the same order
- The completed State Librarian's Excellence Award Nomination Form should appear as the first page of each packet.
- A written explanation of up to two pages, or a list of bulleted narrative points, that clearly enumerates how the library's accomplishments fit the criteria for the award listed above. (Note: Entries that describe programs and their effects on users and the community will be especially helpful to the panel in selecting a winner. Supporting materials, such as brochures, testimonials, press clippings, etc., may be included and are helpful, but they are less important than the written narrative.)
- Please do not send multimedia; instead provide information on how to access multimedia information online.