

## DISTINGUISHED RECOGNITION AWARD

### PURPOSE

This award recognizes an individual or organization who best epitomizes or exemplifies the values, vision and mission of the Lethbridge Public Library through their relationship with the Library and the community. Recipients would be selected from nominees who meet the following criteria:

- Had or continue to have a major influence on the development or maintenance of public library services to the residents of Lethbridge
- Had or continue to have a positive and lasting impact on how the community views the Library.

### ELIGIBILITY

Any individual or organization working with the Lethbridge Public Library to enhance public library services for the residents of Lethbridge and surrounding area.

Recipients of other LPL awards are eligible to receive this award.

Individuals who were employed by the Lethbridge Public Library are eligible to receive the Distinguished Recognition Award.

Trustees who were members of the Lethbridge Public Library Board are eligible to receive the Distinguished Recognition Award.

Library staff or trustees are not eligible to receive the Award until one year after employment with the Lethbridge Public Library or completion of service on the Lethbridge Public Library Board, except where the service is of such value or type that immediate recognition is warranted. In such cases the recommendation will go to the Board with a clear statement of why the one year period should be varied.

An individual may be named posthumously as a recipient of this award.

### DEADLINE

This award is presented annually when merited. Nominations for the Award shall be accepted up to the first Monday in February of the given year.

The Library Board may confer the award to more than one recipient in any given award year.

### THE AWARD

A suitable gift will be presented during the Library's annual Volunteer Appreciation Event usually held in June. A permanent in-house display recognizing recipients of this award will be housed at either or both of the Main and West Side Branches.

### **APPLICATION PROCESS**

The Library Advancement Committee is the Nomination Committee for the Distinguished Service Award.

The Library Advancement Committee may solicit nominations from current library staff, trustees and members of the Friends of the Library.

Any resident of Lethbridge may nominate an eligible individual or organization.

Nominators will provide his or her name and relevant contact information but, if so desired, may request their nomination be confidential.

The following information must be included in the nomination:

- The full name and address of the nominee.
- A statement of how the individual or organization has met or exceeded in meeting the award criteria.
- A brief biography of the individual or organization.

### **SELECTION PROCESS**

The Library Advancement Committee will review solicited and unsolicited nominations at the February Committee meeting annually; and make recommendation(s) to the Library Board by the April Board Meeting.

Preference will be given to individual nominees who have a Lethbridge Public Library Borrower Card and are in good standing.

The Library Advancement Committee may request additional documentation from the nominator or Library Director before making a recommendation.

The Library Advancement Committee may opt not to make a recommendation or the Library Board may choose to defer the award in a year where the nominee(s) do not sufficiently meet the award criteria.

The Board's review of the recommendation will be conducted in camera and the selected recipients name shall not be made public until the presentation ceremony at the Library's annual Volunteer Appreciation Event; however the recipient will be notified in sufficient time to be present at the ceremony.

*Revised by the Library Advancement Committee: May 18, 2011*  
*Approved by the Lethbridge Public Library Board: June 8, 2011*