

PURPOSE OF THE AWARD

This award recognizes an individual or organization that has provided a significant contribution in initiating, working through, or completing a special project at the Lethbridge Public Library.

Recipients would be ones who demonstrate the following criteria:

- Have a close tie to the Library and are actively involved in enhancing one or more services the Library offers;
- Possess a sense of dedication and enthusiasm for the involvement they have with the Library.

ELIGIBILITY

Any individual or organization involved in enhancing one or more services the Lethbridge Public Library offers.

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 Special Service Award.

Trustees who were members of the Lethbridge Public Library Board are eligible to receive the Special Service 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.

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 mounted, framed photograph, print or drawing with an embedded plate indicating the recipient's name, the name of the award, and the year it was awarded.

A permanent in-house display recognizing recipients of this award will be housed at either or both of the Main and The Crossings Branches.

The award will be presented during the Library's annual volunteer appreciation event.

APPLICATION/NOMINATION PROCESS

The Library Advancement Committee is the Nomination Committee for the Special 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
Approved by the Lethbridge Public Library Board

May 18, 2011
June 8, 2011