

JOSEPH F. SHUBERT LIBRARY EXCELLENCE AWARD APPLICATION

Please check one category only: Individual Library _____
Library Consortium (System) _____

NAME OF LIBRARY OR LIBRARY CONSORTIUM (SYSTEM) _____

PARENT INSTITUTION: _____

ADDRESS: _____

CONTACT NAME: _____

PHONE NUMBER: () _____

SIGNATURE: _____

CHIEF LIBRARIAN/DIRECTOR

For Consortia applications:

SIGNATURE: _____

CHIEF OFFICER

SIGNATURE: _____

CHIEF OFFICER

Your nomination for a project/achievement that took within the last 2 years should consist of your responses to the following 4 questions:

1. a) Briefly describe your library or library consortium (system) and its community. Provide information about size, budget, type, users. b) Briefly describe your project/achievement.
2. How did you identify the user need(s) for your project?
3. What did your library or library consortium (system) do to respond to that (those) need(s)? What challenges were met?
4. What impact did this project have on your users and/or your community? Supply quantifiable data if appropriate.

Please limit your narrative to no more than 4 pages. Please send 4 copies of each application, and include 4 copies of any attachments, to the following address by the deadline of *June 1st, 2008*.

**Regents Advisory Council on Libraries
Joseph F. Shubert Library Excellence Award**

c/o Mary Woodward
New York State Library
10D45 Cultural Education Center
Albany, NY 12230

Phone: (518) 473-8362; E-mail: mwoodwar@mail.nysed.gov

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Applications should:

- show measurable progress in identifying user needs
- show actions were taken to respond to those needs
- show that the results were measured and evaluated
- relate to a project or achievement that took place within the past two years
- consist of a single-spaced narrative of no more than 4 pages in length
- respond to the 4 questions as listed on the form
- be signed by the Chief Librarian/Director or, in the case of consortia, by the Chief Officers of all participating organizations.
- provide 4 copies of the application, each with original signatures
- provide 4 copies of any relevant attachments, such as pamphlets or articles relating to the project described. (Please keep attachments to a minimum.)
- be postmarked by June 1st, 2008