

## **Awards and Honors**

### **Ohio Friends of the Library Recognition Award**

#### **Suggested nomination support materials**

Submitting the initial OLC nomination form is only the beginning of nominating someone for these prestigious OLC awards and honors. The next step is to compile a packet of information to support your nomination. Following are suggested documents and information that may be included in your nomination packet.

#### **A. Organization of Information for Nominee:**

1. Nomination letter – which is in addition to the initial nomination form submitted. Does it set the tone for the presentation of your nominee to the review committee?
2. The complete packet – Is the information included well thought out? Does the information present the nominee in the appropriate manner for the award?

#### **B. Include testimonials as appropriate by:**

- Library board and/or library director
- Staff, community leaders, patrons
- Community Groups
- Past Employees
- Coalition and/or project partners

#### **C. Professional activities and impact:**

- Benchmarks and accomplishments
- PR from local and/or professional sources about the nominee and nominee's impact on projects, etc. noted

#### **D. Specific to the Ohio Friends of the Library Recognition Award**

- Is nominee and OFL Member?
- Sample articles, press releases, etc., that demonstrate past and present imaginative and effective activities that promote the library and its programs
- PR samples of programs and activities that increase community awareness of the library
- Brief vita of Friends group