Library Awards Programs

ANNUAL AWARDS
The University Libraries recognize employees annually with two types of awards:
- **Excellence awards**: Excellence awards require nominations from within the Libraries or from the university community, and subsequent selection by the Awards Committee.
- **Years of Service**: Years of Service awards recognize individuals’ employment milestones in increments of 5 years, beginning with completion of 10 years of employment in the Libraries.

TRANSFORMATION AWARD
Introduced in AY 2012-2013, the Transformation award is intended to recognize extraordinary, game-changing work by a Libraries’ employee or team, which has broad implications for library service at Carnegie Mellon University. This award requires nomination from within the Libraries or from the university community and subsequent selection by an ad hoc committee representing the Libraries, faculty and students of Carnegie Mellon University, convened once per year, as needed, in the spring, to review Transformation nominations.

BEST PRACTICES FOR NOMINATIONS
Familiarize yourself with the types of awards. When you observe laudable behavior in the workplace, check the award criteria. If they apply, begin drafting a nomination. The draft should address the criteria on which the award is judged and explain why the work was important or how it contributed to the mission or operation of the Libraries. Be specific; provide concrete examples. Circulate the draft confidentially among colleagues who could suggest revisions, elaborate on the work, or endorse the nomination. Acquire signatures or supporting documentation from at least two other people. Nominations can be submitted to the Awards Committee or the Deans at any time throughout the year.

Taking the time to nominate a person or team is one of the best ways to recognize superior performance and to thank the individuals or teams whose work you value most. Supervisors, colleagues and peers in the Libraries or anyone in the university community may nominate eligible library employees for awards, helping to insure that all who most deserve special recognition are publicly acknowledged.

I. YEARS OF SERVICE AWARDS

Individuals are publicly recognized for their 5-year milestones in Libraries’ employment, beginning with 10 years of service completed.

**AWARD**
- A small gift (varies)
- Announcement to the university community

**ELIGIBILITY**
To be eligible, the library employee must have completed 10, 15, 20, etc. years of service in the Libraries on or before June 30 of the current year (fiscal year), based on university employment records.

**NOMINATIONS / SELECTION**
The Business Manager generates the list of employees eligible for the award annually.

**AWARD CONFERMENT**
Years of Service awards are presented at the Library Appreciation event in early summer.
II. EXCELLENCE AWARDS

An employee or team may be nominated for Excellence in any of five categories:

- **Citizenship (individual):** Contribute to key library concerns through exemplary citizenship in support of the mission of the Libraries.
- **Customer Satisfaction (individual or team):** Advance the Libraries’ vision, mission, and values by improving customer service; e.g., through exceptional communications, cooperation, or collaboration.
- **Innovation (individual or team):** Improve library service; e.g., by changing procedures or policies, completing a significant project, or launching a new initiative.
- **Outreach (individual or team):** Forward the instructional and research mission of the library; e.g., by providing reference or instruction, improving access to information resources, or conducting research that advances knowledge or provides data for decision making.
- **Productivity (individual or team):** Increase efficiency; e.g., by improving a work process, containing or reducing costs, increasing resources or revenues, eliminating wastefulness, or reducing errors.

**AWARD**
- Cash prize (cash prizes are taxable)
  - Individuals: $500
  - Teams: $2,000 divided equally among team members, not to exceed $500 each
- Framed certificate signed by the Dean
- Announcement to the university community

**ELIGIBILITY**
- Nominee must have completed at least one year of employment in the Libraries; winner must be employed in the Libraries when the award is presented.
- An employee who has received an Excellence award within the last three years\(^1\) is ineligible for nomination except as member of a team.
- Members of the current Awards Committee\(^2\) and Dean and Associate Dean are ineligible for Excellence awards.

**NOMINATIONS**
Nominations for Excellence awards may be submitted at any time throughout the year, by any member of the Carnegie Mellon University community. The Awards Committee issues a formal Call for Nominations each spring, indicating an end date for that year’s nominations (after which a new nomination year begins).

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\(^1\) Previous winners not eligible in 2013-14: 2013 Steve Van Tuyl, Leah Zande; 2012 Aimee DeLuca, Ona Taylor, Charlotte Trexler, Justin Wagurak; 2011 Ethan Pullman.

\(^2\) The Awards Committee is responsible for administering Years of Service and Excellence awards annually, according to policies and procedures defined, including the selection of award recipients from those nominated, helping to select appropriate Years of Service gifts, and helping to plan food and beverages for the Library Appreciation event, which is often a picnic in the Peace Garden (weather permitting). **Membership:** In addition to the previous year’s Excellence award recipients, the committee consists of (1) one library administrator, (1) one member of Library Policy and Planning Group, and (1) one member of the support staff of the Libraries. The Dean of Libraries (administrator member) serves as chair of the committee. The Director of Administrative and Business Services is an ad hoc member. In the event that a committee member is nominated as part of a team, that member will be recused from committee service. **2013-2014 membership:** Ignatios Alexander ad hoc, Keith Webster chair, Steve Van Tuyl, Leah Zande previous year winners; Kristin Heath LPPG member; Carol Sanders support staff member.
The **Excellence Nomination** form and any supporting documentation must be submitted to the Chair of the Awards Committee. Nominations are typically two or more pages. The names of those submitting nominations are kept confidential.

All nominees are notified prior to the Library Appreciation event and, with their permission, will be recognized at the time the winner is announced.

**SELECTION**

By the Awards Committee. Nominations are considered on merit (performance far exceeding requirements) and overall positive impact for the Libraries and library clientele.

Generally, the committee seeks to confer two individual or team Excellence Awards per year, one to a staff member or team and one to a library faculty member or team. The committee may confer multiple awards when warranted, subject to budget limitations and eligibility requirements.

**AWARD CONFERMENT**

Excellence awards are presented at the Library Employee Appreciation event in early summer. The certificates and letters of commendation are given immediately, and the other aspects of the award follow in a timely fashion. The taxable cash award is added to the winner’s next paycheck.

With their permission, runner-up nominees are recognized at the Library Appreciation event, in conjunction with announcing the winners.

### III. Transformation Award

*As defined in the Libraries’ Strategic Plan, transformational activity is “a deep, pervasive, intentional change affecting the organization as a whole... [a metamorphosis of thought and action within an organization that is demonstrated by a dramatic shift in goals, processes and operations].” SOURCE: [www.clir.org/pubs/reports/pub85/strategies.htm](http://www.clir.org/pubs/reports/pub85/strategies.htm)*

Transformational activities affect the University Libraries broadly, preparing the organization to meet challenges and embrace radical change to better serve the teaching and research mission of the university.

The Transformation award recognizes activities of individuals or teams that have intentionally and dramatically changed thought or action within the University Libraries.

Recipients may have acquired grant funding or leveraged existing human and financial resources to facilitate the transformational activity.

Recipients of this award (individual or team) will have

- Challenged the status quo,
- Inspired and motivated colleagues to
  - Shift focus or goals,
  - Increase engagement with new or emerging trends or tools,
  - Initiate or reprioritize projects, or
  - Eliminate or replace processes or operations, and
- Achieved documented results.
AWARD

- Cash prize (cash prizes are taxable)
  - Individuals: $1,000
  - Teams: $3,000 divided equally among team members, not to exceed $1,000 each
- Framed certificate signed by the Dean and Provost (as available)
- Announcement to the university community and select media

ELIGIBILITY

- Nominee must have completed at least one year of employment in the Libraries; winner must be employed in the Libraries when the award is presented.
- The Dean and Associate Dean are ineligible for a Transformation award.

NOMINATION

Nominations for the extraordinary Transformation award may be submitted at any time, by any member of the Carnegie Mellon University community. Nominations are considered annually, in the spring.

The Transformation Nomination form and all supporting documentation must be submitted to the Dean of Libraries and/or the Associate Dean of Libraries. The names of those submitting nominations are kept confidential.

All nominees are notified prior to the Library Appreciation event and, with their permission, will be recognized at the time the winner is announced.

SELECTION

By an ad hoc committee composed of members of the Student Advisory Council, Faculty Senate Library Advisory Committee, Scholarly Communications Advisory Board and Libraries’ faculty, staff and Deans. Nominations are considered on merit and overall positive impact for the Libraries, library clientele, and Carnegie Mellon University.

SELECTION CRITERIA

- Vision
- Understanding the challenges facing academic libraries
- Creative problem solving
- Marshaling resources or support across departmental lines
- Scope of impact on the Libraries and the university

AWARD CONFERMENT

In the event that a Transformation award winner (individual or team) is selected in a given year, that award will be conferred at the Library Appreciation event in early summer. The certificates and letters of commendation are given immediately, and the other aspects of the award follow in a timely fashion. The taxable cash award is added to the winner’s next paycheck.

With their permission, runner-up nominees (if any) will be recognized at the Library Appreciation event, in conjunction with announcing the winners.

*Updated May 2014*
Excellence Award NOMINATION

DATE: _______________________________________

NOMINATION CATEGORY (select one)

☐ Citizenship ☐ Innovation ☐ Customer Satisfaction
☐ Outreach ☐ Productivity

NAME OF NOMINEE
_____________________________________________________________________

NOMINATED BY
_____________________________________________________________________

EMAIL __________________________ PHONE _____________________________

STATEMENT OF SUPPORT
A. Describe exactly how the nominee fulfills requirements of the selected Excellence category description.
B. Include specific examples and/or data to support your statement.
C. Solicit and attach additional statements from others in support of this nomination.

SEND NOMINATION to Keith Webster, Dean of Libraries, Hunt Library.
Transformation Award NOMINATION

DATE: ___________________________________________

NAME OF NOMINEE
_____________________________________________________

NOMINATED BY
_____________________________________________________

EMAIL ____________________________ PHONE ________________________

STATEMENT OF SUPPORT

A. Discuss the nominee’s fulfillment of the 3 requirements for the Transformation award.
   • Challenged the status quo?
   • Inspired and motivated colleagues?
   • Achieved documented results?

B. Discuss the nominee’s fulfillment of the 5 selection criteria for the Transformation award.
   • Vision
   • Understanding the challenges facing academic libraries
   • Creative problem solving
   • Marshaling resources or support across departmental lines
   • Scope of impact on the Libraries and the university

C. How has the activity impacted the Libraries, library clientele, and teaching and research at CMU?
   • Include specific examples.
   • Attach relevant data.

D. Solicit and attach additional detailed statements from others in support of this nomination.

SEND NOMINATION to Keith Webster, Dean of Libraries, Hunt Library.