



## Pennsylvania School Librarians Association

### Committee Policies

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#### AWARDS POLICY

- I. Committee
  - A. Consist of at least five members.
  - B. Represent as broad a range of geographical regions as possible.
  - C. Gather input from the general membership.
  - D. Select the recipient of each award.
  - E. A scoring sub-committee or task force for each award will be determined by the committee chair(s). Each scoring subcommittee / task force will consist of 5 – 8 members of the committee and will be charged with evaluating the nominations.
  
- II. Awards given by PSLA will be listed on the website with links to applications and rubrics. These awards are:
  - A. Distinguished Service Award [see Appendix A]
  - B. Outstanding Pennsylvania Author and/or Illustrator [see Appendix B]
  - C. Pennsylvania School Library Innovators [see Appendix C]
  - D. Outstanding Pennsylvania School Library [see Appendix D]
  - E. Outstanding Administrator (Building or District) [see Appendix E]
  - F. “Me? A School Librarian” Contest [see Appendix F]
  - G. Outstanding Student Librarian Award [see Appendix G]
  
- III. Timeline for Nominations
  - A. Notify the membership at least one (1) month before the nominations are due.
  - B. Accept nominations at any time during the year for any of the awards.
  - C. In order to be considered for the award given in spring, nominations must be submitted no later than six (6) months before the annual conference.
  - D. Any award may be omitted in any given year.
  
- IV. Eligibility
  - A. No school district, individual school, or individual is eligible if any librarian or individual is on the Awards Committee, a member of the PSLA Board of Directors, or an elected officer of PSLA.
  - B. A nominee who has received any award from PSLA within the past three years is not eligible for the Distinguished Service Award.
  - C. A nominee whose school district has been recognized as an Outstanding Pennsylvania School Library is not eligible to apply again on behalf of a single school for three (3) years or on behalf of the same district for ten (10) years.
  - D. Nominations for all awards must be completed by a current PSLA member.
  
- V. Presentation of Award
  - A. The award shall be presented during the Annual Conference. The exact time for presentation shall be worked out with the Conference Chairperson. In view of the full programs, the presentation and acceptance shall be kept to a five-minute

maximum.

- B. The PSLA member chosen to present the award shall act as host/hostess for the award recipient.
- C. The award recipient's conference expenses shall be part of the Conference committee budget. The award winner will receive:
  - 1. One full package conference registration
    - a) Outstanding Student Librarian Award: Partial registration
  - 2. One hotel room for two nights
    - a) "Me? A School Librarian" contest: To be shared among winners if possible
    - b) Outstanding Student Librarians: Hotel accommodations are not provided
  - 3. One meal as indicated for
    - a) Distinguished Service: up to three (3) guests
    - b) Author/Illustrator: one (1) guest
    - c) School Library each award-winning librarian plus up to three (3) guests
    - d) Administrator: one (1) guest
    - e) Outstanding Student Librarians: Meals are not provided
  - 4. A one-year membership to PSLA for each Outstanding Student Librarian.
  - 5. A discounted conference registration of 50% for Pennsylvania School Library Innovators.
- D. Each award winner shall receive a plaque, not to exceed \$50, formatted as follows:
  - 1. PSLA's logo shall be featured.
  - 2. Wording on the plaque shall be:

PENNSYLVANIA SCHOOL LIBRARIANS ASSOCIATION  
presents this award to

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in recognition of

*wording for individual awards as follows:*

outstanding contributions to the field of literature for youth  
[Outstanding PA Author and/or Illustrator]

an outstanding Pennsylvania School Library  
[Outstanding Pennsylvania School Library]

outstanding administrative leadership in the field of Pennsylvania  
School Library Programs  
[Outstanding Administrator]

[no further language required for winners of  
"Me? A School Librarian" contest]

Outstanding Graduate/Undergraduate Student from  
(University Name)  
[Outstanding Student Librarians]

3. Outstanding Pennsylvania School Library
  - a) The name(s) of the librarian(s) may be included on the award plaque as determined by the chair(s).
  - b) In the event that the winner is a school district or other configuration of libraries consisting of more than one building, the winning institution shall receive a plaque; each librarian will receive a certificate.
4. In lieu of a plaque, winners of the college awards and "Me? A School Librarian?" Contest shall each receive a certificate.
5. In lieu of a plaque, the winner of the Distinguished Service Award will receive a tangible gift (e.g. a clock with personalized plaque) not to exceed \$100.00, to be selected and paid for by the Awards committee.

**Appendix A**  
**Distinguished Service Award**

- I. Purpose: To recognize an individual who has made outstanding contributions to the field of school library programs in Pennsylvania.
- II. Eligibility
  - A. The nominee may be a librarian, library educator, or cabinet level member of Commonwealth Libraries.
  - B. The nominee must show evidence of impact on school library services and programs throughout the Commonwealth over a span of three (3) years or more.
  - C. A nominee who has received any award from PSLA within the last three (3) years is not eligible for the Distinguished Service Award.
- III. Application Process
  - A. Documentation includes:
    1. A statement regarding the nominee's philosophy of the role of the library program in the school environment.
    2. A statement clearly outlining the nominee's impact on the school library services and programs throughout the Commonwealth over a minimum of three years.
    3. A professional vita.
- IV. Selection of Award
  - A. The scoring subcommittee scores nomination materials utilizing the Board-approved Distinguished Service Award Rubric.
  - B. The committee members select a winner for Board approval.

**Appendix B**  
**Outstanding Pennsylvania Author and/or Illustrator Award**

- I. Purpose: To recognize an author and/or illustrator who has made a notable contribution to the field of literature for youth.
- II. Eligibility
  - A. The nominee must be a present or former Pennsylvania resident or whose work represents or reflects Pennsylvania.
  - B. The nominee's body of works must show evidence of substantial and lasting impact of children or young adult literature.
- III. Application Process
  - A. Documentation includes:
    1. A statement as to why the nominee is worthy. Please address both categories defined on the Outstanding PA Author/Illustrator Award Rubric.
    2. Specific supporting evidence to demonstrate each target indicator within the Outstanding PA Author/Illustrator Award Rubric.
    3. An annotated bibliography of the nominee's works.
- IV. Selection of Award
  - A. The scoring subcommittee scores nomination materials utilizing the Board-approved Outstanding PA Author and/or Illustrator Rubric.
  - B. The committee members select a winner for Board approval.

## **Appendix C**

### **Pennsylvania School Library Innovators**

- I. Purpose: To recognize Pennsylvania school librarians who demonstrate innovative practices that advance the profession
- II. Eligibility
  - A. Members of the Awards Committee, PSLA Board of Directors, and/or elected officers of PSLA are not eligible to apply.
  - B. A nominee whose school and/or district has been recognized as an Outstanding Pennsylvania School Library is not eligible to apply for three (3) years.
  - C. The nominee is a certified school librarian with consistent PSLA membership over a minimum of three consecutive years at the time of nomination. (Librarians with fewer than three years in the profession must have current PSLA membership at time of nomination.)
  - D. Winning applicants agree to present a conference workshop during the year they are presented the award.
- III. Application Process
  - A. Documentation includes:
    1. A statement as to why the nominee is worthy. Please address one of the categories defined on the Pennsylvania School Library Innovators Scoring Rubric.
    2. Specific supporting evidence and examples to demonstrate each target indicator within the Pennsylvania School Library Innovators Scoring Rubric.
- IV. Selection of Award
  - A. The scoring subcommittee scores nomination materials utilizing the Board-approved Pennsylvania School Library Innovators Scoring Rubric.
  - B. The committee members select up to four winners per for Board approval.

**Appendix D**  
**Outstanding Pennsylvania School Library Award**

- I. Purpose: To recognize outstanding school library programming, instruction, and services which are integral to the students' education.
- II. Eligibility
  - A. Members of the Awards Committee, PSLA Board of Directors, and/or elected officers of PSLA are not eligible to apply.
  - B. A nominee whose school district has been recognized as an Outstanding Pennsylvania School Library is not eligible to apply again on behalf of a single school for three (3) years, or on behalf of the same district for ten (10) years.
  - C. The nominee is staffed by at least one full-time, certified school librarian, all of whom maintain consistent PSLA membership over a minimum of three consecutive years at the time of nomination. (Librarians with fewer than three years in the profession must have current PSLA membership at time of nomination.)
  - D. Schools and/or districts of any type (e.g. public, private, charter) or configuration (e.g. grades, buildings, library facilities) are eligible.
- III. Application Process
  - A. Documentation includes:
    1. A statement as to why the nominee is worthy. Please address each of the foundational keystones defined on the Outstanding Pennsylvania School Library Award Rubric.
    2. Specific supporting evidence to demonstrate each target indicator within the Outstanding Pennsylvania School Library Award Rubric. Examples should represent all relevant grade levels.
    3. A minimum of three signed letters of endorsement from the following stakeholders describing the role of the school library in the educational environment:
      - a. One from the highest level building administrator on official letterhead.
      - b. Additional letters should represent other stakeholders such as teachers, parents, students, technology directors, or community members.
    4. A statement detailing relevant background and demographic information for the nominee, including: student enrollment, library staffing, and annual budget. Please use the form provided.
- IV. Selection of Award
  - A. The scoring subcommittee scores nomination materials utilizing the Board-approved Outstanding Pennsylvania School Library Award Rubric and determines if a site visit is warranted.
  - B. If warranted, the committee chair(s), accompanied by 1-3 committee members, complete a site visit and use additional evidence provided/observed to re-evaluate scores using the Outstanding Pennsylvania School Library Award Rubric.
  - C. The committee members select a winner for Board approval.

**Appendix E**  
**Outstanding Administrator Award (Building or District)**

- I. Purpose: To honor a school administrator outside the library profession whose leadership made a significant contribution to school library services and programs.
- II. Eligibility
  - A. The nominee must currently be a district school superintendent, building principal, or district administrator responsible for broad instructional leadership (such as assistant superintendent, directors of curriculum and instruction, directors of elementary and/or secondary education, or directors of technology).
  - B. The nominee must show evidence of impact on the current school library services and programs of school/district over a span of three years or more.
- III. Application Process
  - A. Documentation includes:
    1. A personal statement from the nominee on the role of the library program in the school environment.
    2. A statement clearly outlining the nominee's impact on the current school library program and services over a minimum of three years. Please address each of the four categories defined on the Outstanding School Administrator Award Rubric.
    3. Specific supporting evidence and examples to demonstrate each target indicator within the Outstanding School Administrator Award Rubric.
    4. A minimum of two additional letters of support.
- IV. Selection of Award
  - A. The scoring subcommittee scores nomination materials utilizing the Board-approved Outstanding Administrator Award Rubric and determines if a telephone interview is warranted.
  - B. If warranted, the committee chair(s), selects a panel from the committee and completes a telephone interview with the nominee(s), using questions based on the Board-approved rubric. Members of the interview panel must be the same for all nominees. The panel uses additional evidence provided/observed to re-evaluate scores using the Outstanding Administrator Award Rubric.
  - C. The committee members select a winner for Board approval.



**Appendix F**  
**“Me? A School Librarian” Contest**

- I. Purpose: To encourage high school students to pursue a career in the field of school librarianship.
- II. Eligibility
  - A. The applicant must be a junior or senior currently enrolled in a public or private high school in Pennsylvania.
  - B. The applicant must be endorsed by a school librarian who is a current PSLA member.
  - C. The applicant must agree to attend at 3 least workshops and all general sessions at the PSLA Annual Conference.
  - D. The applicant must agree to write a short reflection on his/her conference experience for publication by PSLA.
- III. Application Process
  - A. Documentation from the applicant includes:
    1. A personal statement from the applicant detailing his/her interest in attending the conference.
    2. An essay about the best thing about the applicant’s school library.
    3. An essay about one thing the applicant would change about his/her school library.
  - B. Documentation from the applicant’s sponsoring librarian includes:
    1. A letter of recommendation from the applicant’s school librarian verifying that the essays submitted are the applicant’s original work and agreeing to the following responsibilities should the applicant win:
      - a. Transport the student to and from the conference.
      - b. Abide by the school’s overnight field trip guidelines.
      - c. Stay in the conference hotel where the students will be housed.
      - d. Assist the student with registration forms.
      - e. Direct the student to the initial meeting.
      - f. Attend main functions as honored guests with the student.
      - g. Submit mileage to PSLA for reimbursement.
      - h. Review the student’s article for publication with PSLA.
- IV. Selection of Award
  - A. The scoring subcommittee scores application materials utilizing the Board-approved “Me? A School Librarian” Rubric.
  - B. The committee selects up to four winners for Board approval.

**Appendix G**  
**Outstanding Student Librarian Award**

- I. Purpose: To recognize one student in each library program within the Commonwealth who best exemplifies the qualities of leadership and dedication to the profession of school librarianship.
  
- II. Eligibility
  - A. Applicants must:
    1. Be enrolled in a college or university majoring in library science
    2. Have a minimum grade point average of 3.0
    3. Demonstrate outstanding leadership qualities and have potential to be a future leader in PSLA
    4. Demonstrate an interest in professional action
    5. Show dedication to the field of school librarianship as a profession
    6. Graduate in May or December of the year award is given
  
- III. Application Process
  - A. Each college/university with a library program in the Commonwealth may nominate one graduate and one undergraduate student.
  - B. The following must be submitted in order for the nominee to be eligible for consideration:
    1. Name of nominating college/university
    2. Name and contact information of nominating individual
    3. Name and contact information of selected nominee
  
- IV. Selection of Award
  - A. The winners are chosen by each college/university and submitted to the PSLA Awards Committee.
  - B. The winners will be reviewed by the Board.

Outstanding School Administrator

(Adopted, Board of Directors Meeting, June 9, 2012)

(Amended, Board of Directors, January 14, 2017; October 14, 2017)

(Adopted, Board of Directors Meeting, October 18, 1980)

(Amended, Board of Directors Meeting, October 19, 1981; January 27, 1990; June 7, 2003; April 12, 2007; September 29, 2012; January 14, 2017; July 13, 2017; October 14, 2017; February 4, 2018; October 6, 2018)