



# 2010 Nomination

## National Medal for Museum and Library Service

**Deadline for 2010:** February 16, 2010

**Program Contact for Libraries:**

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**Program Overview**

The National Medal honors outstanding institutions that make significant and exceptional contributions to their communities. Selected institutions demonstrate extraordinary and innovative approaches to public service, exceeding the expected levels of community outreach, and may also include libraries and museums advancing global cultural understanding across borders.

Nominations should describe:

- the institution's goals in serving its community,
- the population served,
- how the institution works together with the community to achieve the goals,
- the outcome of this effort during the past two to three years,
- projections for future efforts, and
- how the institution will sustain these efforts in the future.

The National Museum and Library Services Board reviews the nominations and makes recommendations to the IMLS Director, who makes the final selection.

**Eligibility**

Institutions that fulfill the general criteria may apply. See [www.imls.gov/applicants/criteria.shtm](http://www.imls.gov/applicants/criteria.shtm) for details. Institutions that have won an award may be renominated after 10 years.

**Nomination Information**

A library or museum may be nominated by one of its own employees or by a member of the community with a special interest in the institution. If you are an employee of the museum or library you are nominating, please state your title. If you are a member of the community, please indicate your particular interest in the institution.

The nomination must be completed by the nominated institution, and it must include the following five parts. Do not include additional cover letters, binders, folders or attachments. For parts B-E, see page three of the Nomination Form.

- A. Cover Sheet (pages one and two of the attached Nomination Form)
- B. Statement of Purpose/Mission Statement & Brief Institutional History
- C. Narrative
- D. Institutional Financial Statements
- E. Letters of Support

Nominations must be postmarked by **February 16, 2010** to this address (no faxes or emails will be accepted):

The National Medal for Museum and Library Service  
Office of the Director  
Institute of Museum and Library Services  
1800 M St. NW 9th Floor  
Washington, DC 20036-5802



# 2010 Nomination Form—Page One

## National Medal for Museum and Library Service

(To be filled out by the nominated institution.)

### A. Nomination Cover Sheet

1. Legal Name of Nominated Institution:<sup>1</sup> \_\_\_\_\_

Organizational Unit (if different from Legal Name): \_\_\_\_\_

2. Institution Address

Street1: \_\_\_\_\_

Street2: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_

State: \_\_\_\_\_

Zip+4/Postal Code: \_\_\_\_\_

3. Telephone Number: \_\_\_\_\_

4. Fax Number: \_\_\_\_\_

5. Web Address: <http://> \_\_\_\_\_

6. Name of Institution's Director/CEO: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

7. Type of Institution (check one):

- Academic Library
- Aquarium
- Arboretum/Botanical garden
- Art Museum
- Children's/Youth Museum
- General Museum<sup>2</sup>
- Historic House/Site
- History Museum
- Library Association
- Library Consortium
- Museum Library
- Natural History /Anthropology Museum

- Nature Center
- Planetarium
- Public Library
- Research Library/Archives
- School Library, or School District applying on behalf of a School Library or Libraries
- Science/Technology Museum
- Special Library
- Specialized Museum<sup>3</sup>
- Zoo
- Other, please specify:  
\_\_\_\_\_

<sup>1</sup> If your institution is not an eligible entity on its own, then enter the name and address of the eligible entity under "Legal Name." For example, a library that is part of a parent organization, such as a university, is applying, would enter the university under "Legal Name" and the library under "Organizational Unit."

<sup>2</sup> A museum with collections representing two or more disciplines equally (e.g., art and history)

<sup>3</sup> A museum with collections limited to one narrowly defined discipline (e.g., textiles, stamps, maritime, ethnic group)





# 2010 Nomination Form—Page Three

## National Medal for Museum and Library Service (To be filled out by the nominated institution.)

**In addition to the Cover Sheet (Section A), the nomination must include the following parts (Sections B-E below). Do not include additional cover letters, binders, folders or attachments.**

### **B. Statement of Purpose/Mission Statement & Brief Institutional History**

Provide your institution's mission statement or statement of purpose as well as a brief institutional history (not to exceed one single-spaced page; no less than 12-point type).

### **C. Narrative**

Address questions 1–4 thoroughly and succinctly (not to exceed five single-space pages; no less than 12-point type). If you choose to answer question 5, please add an additional page. The jurors determining the pool of potential award winners will focus closely on your answers to these questions.

1. Quantify and describe the population groups/communities your institution is reaching through its community services and provide examples of the programs and services that have been developed for these communities. How does your institution work with other organizations within the broader community to provide exemplary programs and services? Describe your organization's leadership role in these activities.
2. What are your institution's goals for 21st century community service? How do these goals reflect your institution's mission and strategic plan? How do they reflect an assessment of the broader community's learning or informational needs?
3. Describe how your institution's programs and services have an impact on addressing community issues, and what you have learned from evaluation activities about meeting the needs of audiences?
4. How does your institution ensure that it will be able to sustain these commitments to the community?
5. (Optional) Describe how your institution has reached beyond U.S. borders to advance cultural understanding in the U.S. and abroad.

### **D. Institutional Financial Statements**

Include a copy of your institution's financial statements for the past two complete fiscal years. If at time of nomination your fiscal year is complete but not yet audited, please submit these unaudited figures and label as such.

If your institution is part of a larger organization (municipal government, university, etc.) do not include financial statements for the parent organization, only for the nominee.

### **E. Letters of Support**

Your institution may submit up to three letters of support with the nomination. These letters should come from community members who have direct knowledge of the institution's community service. It is recommended that the letters come from different segments of the broader community served by the institution. These letters should be addressed to the Director of the Institute of Museum and Library Services and included with the nomination mailing.

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