

**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

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Your nomination for a project/achievement that occurred within the last 2 years should include 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 your form, along with any attachments, electronically to [Paula.Paolucci@nysed.gov](mailto:Paula.Paolucci@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.
- be sent electronically to [Paula.Paolucci@nysed.gov](mailto:Paula.Paolucci@nysed.gov) by August 1, 2016