



## 2010 Capital District Library Council Award for Outstanding Student Employees in CDLC Libraries

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### **The Award:**

The Capital District Library Council announces the 2010 Award for Outstanding Student Employees in CDLC Libraries. The purpose of this award is to reward excellence among young library workers, both to exemplify the high standards sought in library staff and to encourage investigation of librarianship as a career goal. Winners receive a certificate and token prizes, along with the recognition of their supervisors and peers that their work has been exemplary. It will be appropriate for recipients to note this award on resumes and job applications.

### **Eligibility:**

The student must have completed at least one year of employment in a CDLC library in order to have learned the necessary skills and demonstrated excellence. Selection is made in the spring. Full- and part-time students are eligible. Preference is given to sophomores or juniors at the college and junior college level; and to juniors and seniors at the high school level. The college level recipient may be a senior, but one of the goals of the program is to have the student return to library employment as a recognized role model.

### **Criteria:**

These criteria are not ranked - all are important:

- **Excellent Attendance Record** - shows commitment and dedication as well as time management skills.
- **Outstanding Patron Service Skills and Colleague Interaction** - alert to patron needs; possesses excellent communication skills.
- **Responsibility** - demonstrates professionalism and high standards of performance.
- **Strong Leadership Among Peers** - sets a good example for other student workers; models professional demeanor.
- **Interest and Initiative** - looks for projects; expresses interest in learning about the library profession.

### **Participation Fee:**

Participating institutions pay a fee of \$25 for the first awardee and mentor, covering the cost of certificates and attendance at the reception and presentation of awards. The fee for each additional awardee is \$15. Additional staff members may attend the reception at a fee of \$5 each.

**See Reverse For Details and Schedule**

## **Details and Schedule:**

### **Announcements Sent**

**Late January 2010**

Information about the program will be emailed to library directors and other contacts at CDLC libraries. Attachments will include: program fliers for posting and distribution, Program Registration Form, Student Selection Form.

### **Program Fliers Displayed**

**February – March 2010**

Library supervisors are encouraged to prominently display the poster announcing the program where student workers will see it.

### **Library Registration Form Submitted**

**No Later Than February 26, 2010**

The Library Registration Form must be filled out and returned with payment to CDLC by **February 26<sup>th</sup>** to ensure an institution's participation.

### **Libraries Evaluate Candidates**

**March 2010**

Supervisors at each participating institution will evaluate their own student workers and decide on their awardees.

### **Student Selection Form Submitted**

**No Later Than March 26, 2010**

The Student Selection Form, used to indicate the students selected by each institution, must be filled out and returned to CDLC by **March 26<sup>th</sup>**. Certificates will be prepared by CDLC to be presented at the awards reception.

### **Awards Ceremony and Reception**

**April 20, 2010, 3:30 pm**

Individual invitations will be mailed to students and supervisors by CDLC during the week of April 5th. The event will be held at 3:30 pm on April 20, 2010, at the CDLC headquarters. Library staff mentors should attend with their students; family members may also attend – just let us know how many so we can plan accordingly. There will be a brief program featuring the New York State Librarian, Bernie Margolis, followed by the presentation of awards and gifts. Photographs will be taken for use in news releases and other publicity.

### **Program Evaluation**

**At Conclusion of 2010 Program**

Supervisory staff at participating libraries will be asked to complete a brief evaluation of the program for CDLC and the Student Award Committee, including suggestions for changes and improvements.

*Please consider participating in this event!*  
If you have questions or concerns contact CDLC at 438-2500.

*Sponsored by the Capital District Library Council*