

# Florida Health Sciences Library Association (FHSLA)

## Policy and Procedures

### Honors and Awards Committee (04/05) (08/08)

#### **Charge:**

The charge of the Honors and Awards Committee is to recommend to the Executive Committee an individual(s) for each Honor or Award from the nominees that are submitted to this Committee.

#### **Awards & Honors:**

The awards for which the committee is responsible are:

- Librarian of the Year
- Student Scholarship(s)
- Librarian / Paraprofessional Scholarship(s)
- Honorary Member(s)

The procedures for applying for these awards are outlined on the [Scholarship / Awards](#) menu on the FHSLA web site.

#### **Honors and Awards Appointments:**

The Honors and Awards is a standing committee that reports to the President. The President appoints the Chair. The Honors and Awards Chair then appoints other committee members with the following representation: one (1) hospital librarian, one (1) academic librarian, and the President serves on the committee as an ex-officio member.

#### **Duties and Responsibilities of the Committee:**

1. Design the nomination forms for the above Honors and Awards. Coordinate with Alert Newsletter Editor(s) to have the forms included in the appropriate issues. Send a copy to the Webmaster for posting on the FHSLA web site.
2. Make a recommendation to the Executive Committee each year regarding the amount of the student and librarian/paraprofessional scholarships and the number of scholarships to award. Once approved, notify the webmaster so appropriate web pages can be updated.
3. Issue a call for nominees and applications via the Alert Newsletter and e-mail, which will include information concerning the available forms; procedures, eligibility, and selection criteria; as well as relevant deadlines. The procedures, eligibility, and selection criteria should also be sent to the Webmaster for posting on the web site. Announcements of the student scholarships should be sent to the director of each

library school in the state as soon as the annual meeting information and deadlines are published.

- a. The Chair calls for applications or nominations for the specific Honor or Award anytime after August 1st. The criteria and procedures for a particular Honor or Award may be viewed on the [FHSLA webpage](#). As a matter of courtesy, applicants and nominators will be notified that their forms have been received.
  - b. It is recommended that scholarship application deadlines be set at 6-8 weeks before the Annual Meeting, or two weeks before the early registration deadline, so that nominees can be chosen and notified before the Annual Meeting early registration deadline. Librarian of the Year and Honorary Member nominations deadlines may be at the same time as the scholarships.
  - c. Members of the committee will review applications/nominations using a ranked score sheet and select the appropriate person(s). Recommendations will be forwarded to the Executive Committee for final approval. If no one qualifies, the recommendation can be that no award be given. In the event that the committee is unable to make a recommendation due to time constraints, unavailability, or other factors, the Chair may submit applications or nominations to the Executive Committee for their action.
  - d. After approval from the Executive Committee, the Honors and Awards Chair notifies scholarship winners using the standard letter on FHSLA letterhead designed for this purpose. The letter should include instructions about registration, costs to be covered by scholarship funds, post-meeting responsibilities of the recipient(s). A copy of each letter also is sent to the Association's President for placement in the archives.
  - e. Scholarship winners are instructed to include a copy of the above-mentioned letter with their meeting registration. Registration and CE costs, up to the total of the award, will be credited to their account. Student scholarship winners will receive reimbursement for additional costs, up to the total of the award, upon submission of an expense report to the President.
  - f. The President is responsible for sending acknowledgement letters to each award recipients' administration or library school dean. A copy of each letter also is sent to the Association's Archivist.
  - g. After the Annual Meeting, the Chair requests the follow-up reports (250-300 words) from the scholarship winner(s) for the newsletter and submit to the FHSLA Alert Editor.
4. The Librarian of the Year recipient will receive an individual plaque, as well as the traveling plaque at the FHSLA Annual Meeting. FHSLA's President will send a letter to the recipient's administration acknowledging the prestigious achievement.
    - a. The Chair of this committee is responsible for having plaques and nameplate for the traveling plaque made for the recipient. A receipt for the cost of the plaques is sent to the FHSLA treasurer, who will reimburse that person.

- b. The Chair must contact the previous award recipient to retrieve and update the traveling plaque prior to the next FHSLA Annual Meeting.
  - c. If the winning recipient is a member of Southern Chapter/Medical Library Association, the President will submit their name as a nominee for Southern Chapter Academic or Hospital Librarian of the Year award, or other compliable Honors and Awards.
5. Prepare completion of service certificates to be distributed during the Business Meeting at the Annual Meeting. Certificates will go to all officers, appointed positions, committee chairs, and committee members. The Honors and Awards Chair should contact committee chairs to verify committee member status of service. Honorary Members shall receive a framed certificate prepared by the Honors and Awards Chair.
  6. The Honors and Awards Chair will submit two committee reports during the year reporting on the committee's activities. A mid-year committee report is submitted to the Executive Committee and a second report is prepared for presentation at the Annual Meeting. The Chair will also submit a copy of all meeting reports and correspondence to the President for placement in the archives.

## **CALENDAR OF EVENTS**

### **May-August:**

1. Form committee.
2. Ensure that procedures, eligibility, selection criteria for applying for awards are correct on the FHSLA web site.
3. Make any necessary changes to the Nomination form.

### **September-December:**

1. Send recommendation to Executive Committee as to number and dollar amount of scholarships to be awarded.
2. Once approved, notify webmaster so it can be added to the scholarship information pages.
3. Solicit nominations for Honors and Awards via FHSLA Alert Newsletter and electronic discussion list.

### **November-December:**

1. Submit mid-year committee report to the President.
2. Solicit nominations / applications for Honors and Awards via FHSLA Alert Newsletter and electronic discussion list.

### **January-April:**

1. Solicit nominations / applications for Honors and Awards via FHSLA Alert Newsletter and electronic discussion list.

2. Send announcement to library school directors for student scholarships as well as to known instructors who teach health sciences library classes.
3. Scholarship application deadlines are 6-8 weeks before the Annual Meeting or two weeks before the early registration deadline.
4. Nominations for Librarian of the Year and Honorary Member can be at the same time as the scholarships.
5. Honors and Awards Committee votes on nominees and Chair forwards recommendations to Executive Committee.
6. After approval of the Executive Committee, notify scholarship winners of their awards with letter designed for this purpose.

**March/April:**

1. Retrieve the traveling plaque from prior recipient and has new nameplate made.
2. Have individual plaque made for recipient.
3. Using the Honors and Awards template, prepare certificates for each officer, appointed positions, committee chairs, and committee members to be handed out at the Annual Meeting.
4. Prepare framed certificate(s) for new Honorary Member(s).
5. Prepare Annual Report and send to the President.

**Annual Meeting:**

1. Attend Executive Committee meeting with Committee Chairs held at the Annual Meeting.
2. Present awards and certificates at the Annual Meeting.
3. Follow-up with the President that he/she sends acknowledgement letters to each award recipient's administration or library school dean.

**After Annual Meeting:**

1. Send certificates to those individuals not attending the meeting.
2. Update policy and procedural manuals.
3. Request the follow-up reports (250-300 words) from the scholarship winner(s) for the newsletter and submit to the FHSLA Alert Editor.
4. Pass all needed materials to the new Chair of the committee.
5. Send a copy of the final Annual Report and award letters to the President for placement in the archives.