



*National Library Service
for the Blind and
Physically Handicapped*

The Library of Congress

1291 Taylor Street, NW Washington, DC 20542 • telephone (202) 707-5100 • fax (202) 707-0712 • nls@loc.gov

Network Library of the Year Nomination, 2007

Nomination process

Libraries must be nominated by a patron, staff, or manager of a network library, or by a member of its administering agency. Nominations must include a separate one- to two-page library profile summarizing highlights, types of services provided, number of patrons and other statistics—similar to items in a factsheet or annual report. Submissions must also explain how the nominee meets the appropriate criteria, citing specific examples and providing supporting statistics for 2007. Nominations must not exceed one page (250 words) for each criterion. Please include no more than three supporting documents, such as newspaper articles, reports, statistics, and other commendations. Submissions must be in an accessible format and include supporting statements for each criterion.

- **Mission support:** the extent to which the library reached or exceeded the ALA Revised Standards and Guidelines of Service;
- **Creativity and innovation:** the extent to which the library developed new patron services or marketed existing services in an exceptional manner;
- **Patron satisfaction:** the extent to which the library met the needs of its patrons during the year.

Deadline

All nominations must be received by NLS **no later than March 13, 2008.**

Submission

Nomination forms are attached and also may be downloaded from www.loc.gov/nls/netowrkdocs/nomination.pdf. The nomination form with supporting documentation must arrive at NLS by March 13, 2008. Nomination documentation must be in accessible electronic format (e.g., Microsoft Word or WordPerfect files) so that blind panel members can access them. Send all nominations by e-mail to **csun@loc.gov** or by expedited delivery service (FedEx or UPS) to the National Library Service for the Blind and Physically Handicapped (NLS/BPH), Library of Congress, 1291 Taylor Street, N.W., Washington, DC 20542-4960; Attn: Chief, Network Division. Do not send nominations by the U.S. Postal Service. If your submission has not been confirmed by March 14, please contact Carolyn Hoover Sung at (202) 707-9300.



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Deadline for submission: March 13, 2008

Nominee Library

Enter the library name

Library's city and state

Nominator

Nominator's name

Nominator's phone

Nominator's address

Nominator's e-mail address

Relationship to library

Print statement is enclosed

Sending statement by e-mail

Print supporting materials are enclosed

Sending supporting materials by e-mail

Submission via the Internet

- Create an e-mail address to csun@loc.gov with subject line "Library of the Year"
- Attach the support materials
 - Support statement(s) for criteria, and Library Profile (1-2 pages)
- Send the e-mail with its attachments to arrive no later than March 13, 2008.

Submission by delivery service

- Print the completed nomination; enclose with the nomination:
 - Nomination statement(s) for criteria
 - No more than three supporting documents
- Prepare and enclose electronic copies of the nomination and support materials
- Send to the address below to arrive no later than March 13, 2008.

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ATTN: Carolyn Sung

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