Minister’s Awards for Municipal and Public Library Excellence

2024 Submission Form for Library Boards



# Submission Guidelines for Library Boards

* The program recognizes initiatives that demonstrate a first-time or unique use of an idea in Alberta. The sponsorship and the use of a purchased product or service are not eligible for submission.
* Awards are open to all public library boards and regional library system boards in Alberta.
* Awards are granted to the board of the library or system delivering the service being recognized.
* Awards pertain to library services, which are defined as library activities and resources that provide a direct benefit to the public.
  + Examples of a library service include: collections for borrowing, programs for the public and outreach.
  + Examples of library activities that are not a service include: internal support functions such as fundraising and public relations/marketing.
* Submissions must demonstrate that the service has been substantially and successfully completed or implemented.
* Submissions will be evaluated by a selection panel which will recommend award winners to the Minister.
* Completed submission forms are only accepted electronically and can be sent by email to [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca).
* The submitting library board or regional library system board agrees to the publication of information related to their initiative by the Government of Alberta, including any documents, photos, and photos of the recipients with their awards.

**The submission deadline is April 30, 2024.**

# Award Categories for Library Boards

## Public Library Services (open to Library Boards serving a population over 10,000 – two awards)

Award will be given for an innovative library service that is responsive to community need and provides a direct benefit to the public.

## Public Library Services (open to Library Boards serving a population under 10,000 – two awards)

Award will be given for an innovative library service that is responsive to community need and provides a direct benefit to the public.

# Selection Criteria

Submissions will be evaluated on the following criteria:

* **Innovation** – uniqueness of the service and/or means of delivery/implementation
* **Excellence** – overall quality of the service, including planning, communication and delivery
* **Relevance** – responsiveness of the service to identified community needs
* **Impact** – evidence that the service produced verifiable results and achieved its desired outcomes
* **Transferability** – suitability of the service to be implemented or adapted by other libraries
* **Quality of submission** – clarity, logic, and completeness of the submission

# Contact

If you have any questions, please email the Public Library Services team at Municipal Affairs at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca) or call 780-427-4871 (toll-free in Alberta by dialing 310-0000 first).

# Submission Form for Library Boards

## Submitter Information

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| Date (MM/DD/YYYY) | Click or tap to enter a date. |
| Award Category | Click or tap here to enter text. |
| Name of Service | Please enter a concise title for the service. The title should have a maximum of 45 characters. |
| Name of Library Board | Please enter the name of the library board responsible for the initiative. |
| Library Website | Please provide the URL to your library website. |
| Name of Contact Person | Please enter the name of the person to be contacted if there are questions about the submission. |
| Email of Contact Person | Please enter the email address for the contact person. |

## Initiative Information

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| **1. Provide a brief description of your initiative (100 words or less).** |
| Click or tap here to enter text. |

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| **2. What challenge, issue, or community need did this service address?** |
| Click or tap here to enter text. |

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| **3. What were the goals, objectives, and/or desired outcome(s) of implementing this service?** |
| Click or tap here to enter text. |

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| **4. What impact has this initiative already had in your community or on your organization? What statistics, data, or performance measures are available to demonstrate its impact to date?** |
| Click or tap here to enter text. |

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| **5. How does this service demonstrate excellence and/or innovation?** |
| Click or tap here to enter text. |

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| **6. What advice would you share with other libraries from your experience with this service (i.e. key learnings)?** |
| Click or tap here to enter text. |

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| **7. Is there anything else you would like the Review Committee to know about this initiative?** |
| Click or tap here to enter text. |

**Attachment 1 (Optional):** One supporting document related to the submission.

**Submit completed submission forms to** [**libraries@gov.ab.ca**](mailto:libraries@gov.ab.ca) **by April 30, 2024.**

**If you have any questions, please call the Public Library Services team at (780) 427-4871 or toll free: 310-0000**

**or email** [**libraries@gov.ab.ca**](mailto:libraries@gov.ab.ca)

The information provided on this form will be used in support of the Minister's Awards for Municipal and Public Libraries Excellence program. It is being collected under the authority of section 33 of the [Freedom of Information and Protection of Privacy (FOIP) Act](https://www.qp.alberta.ca/documents/Acts/f25.pdf) and will be managed in accordance with the FOIP Act. If you have any questions about this collection, please contact the Municipal Services Division, 17th Floor Commerce Place, 10155 - 102nd Street, Edmonton, Alberta, T5J 4L4, (780) 427-2225 (Outside Edmonton, call 310-0000 to be connected toll-free).