

Minister's Awards for Municipal and Public Library Excellence

2026 Submission Guidelines and Form for Library Boards

Submission Guidelines for Library Boards

- The program recognizes initiatives that demonstrate excellence in public library service. 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.
- Partner organizations may optionally be recognized in the award submission. Partner organizations make a meaningful contribution to the initiative, allowing it to achieve results that could not have been achieved by the submitting library board alone. Partner organizations may include municipalities, First Nations, Metis Settlements, businesses, non-profit organizations, or community groups.
 - If your board is selected as an award winner, partner organizations will be listed on the award certificate. Each partner organization will receive a certificate (delivered to the submitting library board), but only the library board that completed the submission will receive an award item.
 - If partner organizations are listed on the submission form, it is the responsibility of the submitting board to communicate to those organizations that they have been listed on the form and how they will be recognized if the board receives an award.
 - Submissions must include documentation of acknowledgement from any partner organizations named on the form. (e.g. PDF of letter or email response from partners.)
- 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.
- 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 March 31, 2026.

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 excellent 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 excellent 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:

- **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 or call 780-427-4871 (toll-free in Alberta by dialing 310-0000 first).

Submission Form for Library Boards

Submitter Information

Date (MM/DD/YYYY):

Award Category:

Name of Service:

Name of Library Board:

Library Website:

Name of Contact Person:

Email of Contact Person:

Initiative Information

- 1. Provide a brief description of your initiative (100 words or less)**

- 2. What challenge, issue or community need did this service address?**

- 3. What were the goals, objectives and/or desired outcome(s) of implementing this service?**

- 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?**

5. How does this service demonstrate excellence?

6. What advice would you share with other libraries from your experience with this service (i.e. key learnings?)

7. Is there anything else you would like the Review Committee to know about this initiative?

8. (Optional) List any partner organizations you wish to have recognized. Partner recognition requires documentation demonstrating each partner has been informed of and acknowledges the submission (e.g. email response or letter).

Attachment (Optional): You may attach one supporting document related to the submission.

Submit completed forms to libraries@gov.ab.ca by March 31, 2026.

The personal information collected through this form will be used in support of the Minister's Awards for Municipal and Public Libraries Excellence program. This collection is authorized by section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, 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).