

## Chapter 13: Awards Committee

### I. Purpose

The Awards Committee shall make recommendations to the Steering Committee for the recipients of Round Table Awards. The Awards Committee shall be responsible for establishing new awards, including obtaining ALA approval, developing criteria, and writing and/or designing the citation and/or plaque.

### II. Organization

In accordance with the GODORT *Bylaws* (Article IV, Section 1), all appointments begin at the start of new business at the Steering Committee meeting of the Annual Conference.

The Awards Committee is composed of six members elected to staggered two-year terms.

#### A. Chair –

The Chair of the committee shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee.

#### B. Members –

Three members shall be appointed each year.

### III. Committee Officers and Duties

See Chapter 1: Conferences; Chapter 2: Communication & Correspondence; Chapter 3: Steering Committee

#### A. Chair

1. Sets the timetable for applications and nominations to be submitted, presides over committee deliberations; coordinates the notification of award recipients and donors; coordinates the work of the committee with regard to writing the citations for publication in the library literature and the GODORT web site; and works with the chair of the Conference Committee on the presentation of awards at the GODORT Reception.
2. Coordinates publicity about award nominations, ensures nomination forms are updated and posted on the web site, and replies to inquiries about awards and other correspondence as needed.
3. Maintains committee files and transfers records to the succeeding Committee Chair.
4. Brings copies of all awards citations to the reception.
5. Is required to have an active ALA Connect account for Steering communication.
6. Posts activity updates to committee and GODORT membership following the Steering Communication schedule (*PPM*, Chapter 3).

#### B. Committee Members

1. The Awards Committee solicits nominations, receives and reviews nominations and applications, and selects recipients.

2. While the committee may meet using a conference call for the Midwinter meeting (for the selection of award and scholarship recipients), committee members are required to attend the ALA Annual Conference as that is when the awards are given out. Committee members should plan to attend the Midwinter meeting.
3. The Awards Committee typically will meet once during the meeting to review award nominations and select the recipients.
4. Committee members are responsible for letting the chair know, as soon as possible, on whether they will be attending the Midwinter meeting so that the chair may decide how the business of selecting the candidates will be handled each year (in person meeting, conference call, or other method.)
5. Those unable to attend should make arrangements to receive and review nominations prior to this conference.
6. The Committee may develop its own procedures for selecting award recipients. Typically the Committee members have reached consensus through discussion.
7. The Committee need not confer an award in a year when the Committee has received no deserving nominations.

C. Web Manager

In the absence of a committee member who can serve as Web Manager, the Committee Chair may, with the approval of the Steering Committee, appoint a person to serve as the Committee's Web Manager in an ex-officio, non-voting, role.

#### IV. Meetings and Communication

- A. According to the GODORT *Bylaws* (Article V, Section 2), this committee will meet as necessary. Attendance is required at the Annual Conference and at the Awards Ceremony during the GODORT Reception.
- B. Awards Committee meetings are closed and confidential. No minutes are taken and no votes should be recorded. Exceptions on the closed meeting policy may be made for such non-confidential matters as discussing new awards with prospective funding organizations.

#### V. Award Descriptions

**A. ALA Emerging Leaders Nomination Supported by GODORT**

*Purpose:* The ALA Emerging Leaders (EL) program is a leadership development program which enables newer library workers from across the country to participate in problem-solving work groups, network with peers, gain an inside look into ALA structure, and have an opportunity to serve the profession in a leadership capacity. It puts participants on the fast track to ALA committee volunteerism as well as other professional library-related organizations.

*Conditions:* Established by ALA at:

<http://www.ala.org/educationcareers/leadership/emergingleaders>

*Date established:* 2006

*Sponsor and Donor:* Government Documents Round Table (GODORT) of the American Library Association.

*Form of Award:* \$1000 monetary prize in support of selected person's attendance at ALA Midwinter and Annual conferences.

*Selection by:* GODORT Awards Committee

*Applications:* Applications may be made from the following ALA site:  
<http://www.ala.org/educationcareers/leadership/emergingleaders>

*Deadline:* Determined by ALA (usually late July/Early August)  
The name of the successful candidate(s) will be forwarded to the GODORT Steering Committee for their approval.

*Applications sent to:* Chair, GODORT Awards Committee.

*Announcement of Award:* The successful candidate will be announced as soon as the ALA Emerging Leaders Committee makes its decision.

*Procedures:*

To ensure that GODORT is considered as a sponsor, an intent to sponsor must be submitted to ALA, with the application form. See "Rules and Responsibilities/Emerging Leader Sponsor" on the application web page. Once the form is submitted, the Awards Committee chair should receive the application.

## **B. GODORT/ALA James Bennett Childs Award**

*Purpose:* To honor a person who has made a lifetime and significant contribution to the field of government documents and their use in libraries.

*Conditions:* Contributions so honored may have been in any kind of documents service, in any area of documents work, in any kind, size or type of library; or for the production or publication of research tools for use in the documents field. The Awards Committee of the Government Documents Round Table is authorized to make no award in a year, when, in its opinion, no outstanding achievement is brought to its attention.

*Date established:* 1975

*Sponsor and Donor:* Government Documents Round Table (GODORT) of the American Library Association

*Form of Award:* A plaque with the likeness of James Bennett Childs.

*Selection by:* GODORT Awards Committee

*Nominations:* Nominations may be made on forms published on the GODORT web site (<http://www.ala.org/rt/godort/awardscommittee>) and available from members of the Awards Committee. The following information must be provided with the nomination:

1. The name of the award for which the candidate is being nominated.
2. Candidate's name, address, present employer and length of service, past employment, if applicable.
3. Candidate's activities, projects, publications related to documents work, with complete documentation, including examples.
4. Any other pertinent information about the candidate.
5. Letters of support, including signatures, names and addresses of the nominating individuals or organizations.

*Deadline:* To be established annually, usually in early December.

*Nominations sent to:* Chair, GODORT Awards Committee.

*Announcement of Award:* Award recipient will be announced as soon as all award recipients have been informed following the ALA Midwinter Meeting. Awards will be presented at the GODORT Reception at the ALA Annual conference. Travel expenses for award winners cannot be assumed by GODORT.

*Procedures:*

1. For engraving the award plaque, contact:  
John B. Phillips [john.phillips@okstate.edu](mailto:john.phillips@okstate.edu)
2. Copies of all correspondence are sent to the GODORT Chair and GODORT Treasurer. Inform John Phillips of the name of the recipient (check with this person as to how he/she want the name to appear on the plaque) and the number of the award (i.e., 10th, 11th, etc.). The plaque is normally delivered to the Awards Committee Chair, who takes it to the Annual Conference. John will send the bill to the GODORT Treasurer with a copy to the GODORT Chair.
3. Color images of the award, available from John Phillips, should be posted on the Committee's web page in order to ensure that the appearance of each plaque and its frame and matting remain the same.

### **C. ProQuest/GODORT/ALA "Documents to the People" Award**

*Purpose:* To honor an individual and/or library, institution or other non-commercial group that has most effectively encouraged the use of government documents or information in support of library service.

*Conditions:* The Awards Committee of the Government Documents Round Table is authorized to make no award in a year when, in its opinion, no outstanding achievement is brought to its attention.

*Date established:* 1977

*Sponsors:* ProQuest and the Government Documents Round Table (GODORT) of the American Library Association.

*Donors:* ProQuest

*Form of Award:* A \$3,000 monetary prize to be assigned to a project of the recipient's choice.

*Selection by:* GODORT Awards Committee

*Nominations:* Nominations may be made on forms published on the GODORT web site (<http://www.ala.org/rt/godort/awardscommittee>) and available from members of the Awards Committee. The following information must be provided with the nomination:

1. The name of the award for which the candidate is being nominated.
2. Candidate's name, address, present employer and length of service, past employment, if applicable.
3. Candidate's activities, projects, publications related to documents work, with complete documentation, including examples.
4. Any other pertinent information about the candidate.
5. Letters of support including signatures, names and addresses of the nominating individuals or organizations.

*Deadline:* To be established annually, usually in early December.

*Nominations sent to:* Chair, GODORT Awards Committee.

*Announcement of Award:* Award may be announced as soon as ProQuest and the recipient have been notified following the ALA Midwinter meeting. Presentation will be made at the GODORT Awards reception. ProQuest may elect to have an additional time when the award may be announced. Travel expenses for award winners cannot be assumed by GODORT.

*Procedures:*

1. Written notification of the name of the recipient, along with the award letter is sent to:  
Barbara Olson      [Barbara.Olson@proquest.com](mailto:Barbara.Olson@proquest.com)
2. Award winner will need to complete a W-9 tax form and submit it to ProQuest.
3. ProQuest will mail the check directly to the award winner.

**D. NewsBank/Readex/GODORT/ALA Catharine J. Reynolds Research Grant**

*Purpose:* To support grant(s)-in-aid for travel and/or study in the field of documents librarianship or in an area that would directly benefit an individual's performance as a documents librarian. Activities that might be supported by such a grant include attendance at a conference such as a Depository Library Council meeting, a research project to investigate procedures in other documents collections, to support an internship or exchange in another library, a government agency, or library association office, etc.

*Conditions:* All Documents Librarians are eligible for the grant. Recipients are selected by the GODORT Awards Committee on the basis of proven or potential ability, promise of future usefulness and permanence in the profession, financial need, and benefit of the project to the profession as well as the individual. Preference may be given to GODORT members.

*Date established:* 1986

*Sponsors:* NewsBank, Inc. (Readex Division) and the Government Documents Round Table (GODORT) of the American Library Association.

*Donor:* NewsBank, Inc. (Readex Division)

*Form of Award:* Monetary grants are made to recipients from the total annual award of \$2,000 donated by NewsBank, Inc. As a guideline, generally 1 to 3 grants have been awarded yearly. The Awards Committee may designate the amount of each grant at its discretion.

*Selection by:* GODORT Awards Committee

*Applications:* Applications may be made on application forms which are published on the GODORT web site (<http://www.ala.org/rt/godort/awardscommittee>) and available from members of the GODORT Awards Committee. Two letters of recommendation are required to be sent in with the application.

*Deadline:* To be established annually, usually in early December.

*Applications sent to:* Chair, GODORT Awards Committee.

*Announcement of Award:* Grant recipient(s) may be announced as soon as Newsbank, Inc., and the recipient(s) have been notified following the ALA Midwinter meeting. Awards will be presented at the GODORT Reception at the ALA Annual Conference. Travel expenses for grant winners cannot be assumed by GODORT.

*Reports on Award:* Each recipient of a grant from the Catharine J. Reynolds Research Grant shall submit a brief written report on the completed project to the Chair of the GODORT Awards Committee. A brief written report may also be published in *DttP*. Information from the Reynolds Grant reports should be reported to the membership in appropriate ways, including publicity about the award.

*Procedures:*

1. Notification giving names of grantees, addresses, amounts, and a statement of the purpose for which the money is given, is sent to:  
Erin Lockett [elockett@newsbank.com](mailto:elockett@newsbank.com)
2. Erin Lockett at Readex will either mail, or deliver at the awards ceremony, check(s) to award winner(s).

**E. Bernadine Abbott Hoduski Founders Award**

*Purpose:* To recognize government documents librarians who may not be known at the national level but who have made significant contributions to the field of state, international, local or federal documents. Other GODORT awards recognize those librarians who are nationally known and have had distinguished careers in government information. This award recognizes those whose impact, while not at the national level, has been significant to documents and government information librarianship. The contributions may have benefited not only the individual's institution but also the profession. Projects that have benefited librarians for state, international or local documents will be emphasized but federal documents are also included.

The award will be given to one or more individuals, up to a total of four awards each time it is awarded. One award may be given in each of the following areas:

1. Local documents
2. State documents
3. Federal documents
4. International documents

*Conditions:* Criteria may include:

1. Enhanced ability of users to access government information;
2. Enhanced the organization of government information;
3. Enhanced the bibliographic control of government information.

Major contributions may be special contributions that cannot be characterized as specific projects and are of benefit not only to the institution but to the profession.

*Date established:* 1993

*Sponsor and Donor:* Government Documents Round Table (GODORT) of the American Library Association

*Form of Award:* A plaque with the individual's name engraved.

*Selection by:* GODORT Awards Committee.

*Nominations:* Nominations will be made on a form published on the GODORT web site (<http://www.ala.org/rt/godort/awardscommittee>) and available from any GODORT Awards Committee member. The nomination will be accompanied by two letters supporting the nomination.

*Deadline:* To be established annually, usually in early December.

*Nominations sent to:* Chair, GODORT Awards Committee.

*Announcement of Award:* Award recipient(s) will be announced as soon as all award recipients have been informed following the ALA Midwinter meeting. Awards will be

presented at the GODORT Reception at the ALA Annual conference. Travel expenses for award recipients cannot be assumed by GODORT.

*Procedures:*

1. For engraving the award plaque, contact:  
John B. Phillips      [john.phillips@okstate.edu](mailto:john.phillips@okstate.edu)
2. Copies of all correspondence are sent to the GODORT Chair and GODORT Treasurer. Inform John Phillips of the name of the recipient (check with this person as to how he/she want the name to appear on the plaque). The plaque is normally delivered to the Awards Committee Chair, who takes it to the Annual Conference. John will send the bill to the GODORT Treasurer with a copy to the GODORT Chair.
3. Color images of the award, available from John Phillips, should be posted on the Committee's web page in order to ensure that the appearance of each plaque and its frame and matting remain the same.

**F. W. David Rozkuszka Scholarship**

*Purpose:* To provide financial assistance to an individual who is currently working with government documents in a library and is trying to complete a Masters degree in library science.

*Date established:* 1995

*Sponsor and Donor:* Government Documents Round Table (GODORT) of the American Library Association

*Form of Award:* \$3,000 monetary prize. Award may be split among multiple winners at the discretion of the Awards Committee.

*Selection by:* GODORT Awards Committee.

*Application:* Application may be made using form published on the GODORT web site (<http://www.ala.org/rt/godort/awardscommittee>) and available from any GODORT Awards Committee member. The application should be accompanied by three letters of support.

*Deadline:* To be established annually, usually in early December.

*Application sent to:* Chair, GODORT Awards Committee.

*Announcement of Award:* Awards will be announced as soon as all award recipients have been informed following the ALA Midwinter meeting. Awards will be presented at the GODORT Reception at the ALA Annual conference. Travel expenses for award winners cannot be assumed by GODORT.

*Procedures:*

1. Notification including the recipient's address is sent to GODORT's ALA Staff Liaison, with a copy to the GODORT Treasurer.



2. The scholarship check is sent to the recipient prior to the Annual Conference.

**G. Margaret T. Lane/Virginia F. Saunders Memorial Research Award**

*Purpose:* The award will be given annually to an author or shared among collaborative authors of an outstanding published research (*i.e.*, books, articles, occasional papers) in which government documents, either published or archival in nature, form a substantial part of the documented research. Preference may be given to publications in library and information science (LIS), but the award is not restricted to the LIS field.

This award is being established to honor the memory of two women who worked with endless enthusiasm to make the ideal of citizen access to government information a reality.

Margaret Lane, a pioneer in the establishment and administration of state document depository systems and one of the founders of GODORT, was the author of the seminal work on state documents and her personal charm added to her effectiveness as an advocate for and teacher of government documents. Virginia Saunders was instrumental in the support and continued production of the U.S. Congressional Serial Set and shared her vast knowledge and expertise with documents librarians nationwide for nearly forty years. Both women were leaders in the field and their work has enriched the research community immeasurably.

*Date established:* 2010

*Sponsors:* Readex (NewsBank, Inc.) and the Government Documents Round Table (GODORT) of the American Library Association.

*Donor:* Readex (NewsBank, Inc.)

*Form of Award:* A \$1,000 monetary prize

*Selection by:* GODORT Awards Committee.

*Nominations:* Nominations may be made using form published on the GODORT web site (<http://www.ala.org/rt/godort/awardscommittee>) and available from any GODORT Awards Committee member.

*Deadline:* To be established annually, usually in early December.

*Nominations sent to:* Chair, GODORT Awards Committee

*Announcement of Award:* Awards will be announced as soon as all award recipients have been informed following the ALA Midwinter meeting. Awards will be presented at the GODORT Reception at the ALA Annual conference. Travel expenses for award recipients cannot be assumed by GODORT.

*Procedures:*

1. Notification giving names of grantees, addresses, amounts, and a statement of the purpose for which the money is given, is sent to:  
Erin Lockett [elockett@newsbank.com](mailto:elockett@newsbank.com)
2. Erin Lockett at Readex will either mail, or deliver at the awards ceremony, check(s) to award winner(s).

**H. Larry Romans Mentorship Award**

*Purpose:* The award is to recognize librarians who, through their sustained mentoring efforts, have made a difference in our profession. Each year, the award will honor a librarian who has demonstrated excellence in the area of mentoring, who has successfully encouraged others to serve as mentors, and who has impacted the lives and careers of others through tirelessly devoting time, energy, and talent toward helping other succeed in our profession.

*Date established:* 2016

*Sponsors:* Government Documents Round Table (GODORT) and the Gay, Lesbian, Bisexual, and Transgender Round Table (GLBTRT) of the American Library Association.

*Donors:* J. Kevin Reynolds, Robert R. Newlen, Ann K. Symons, and the Estate of John W. Symons.]

*Form of Award:* A citation and \$1000 in support of selected person.

*Selection by:* An award jury and jury Chair will be chosen by the GLBTRT Chair, past Chair, and Chair-elect together with the GODORT Chair and GODORT Awards Committee Chair, with GODORT Steering Committee approval. The jury will consist of six members, with three representing GLBTRT and three representing GODORT. The three GODORT representatives will be selected from the current GODORT Awards Committee, and one of those three will be the current GODORT Awards Committee Chair.

*Nominations:* Submission must be online, using the GLBTRT Awards Online Application (<http://www.ala.org/rt/glbtrt/award/larry-romans-nomination> ). A letter of nomination is required along with supporting documentation, including at least 5, but no more than ten, letters of support, statements of outstanding contributions, and other evidence. Only the materials submitted as part of the nomination package will be considered.

*Deadline:* Nominations are due December 1<sup>st</sup>.

*Nominations sent to:* Submission must be online, using the GLBTRT Awards Online Application at: <http://www.ala.org/glbtrt/award/larry-romans-mentorship-award>.

*Announcement of Award:* The GODORT Chair will notify the recipient of the award. As noted above, the jury is responsible for writing the press release and the citation to be submitted to the GODORT and GLBTRT Chairs and the ALA liaison staff by the middle of February. The award will be presented at the GODORT Awards Program at the ALA Annual

Conference. In addition, recognition of the recipient will also take place at beginning of the Stonewall Book Awards Program held at the ALA Annual Conference. The Award Proposal, found at

[http://wikis.ala.org/godort/index.php/File:Larry\\_Romans\\_Mentorship\\_Award\\_Final\\_Proposal.docx](http://wikis.ala.org/godort/index.php/File:Larry_Romans_Mentorship_Award_Final_Proposal.docx) provides additional procedural information.

## VI. Procedures

### A. Promoting Awards

1. Preparations for announcing the availability of the awards should begin shortly after the end of Annual conference.
2. *DttP*: the Fall issue should include summary information about each award and refer to the GODORT web site for the application forms. The deadline for this issue will be established by the *DttP* editor(s).
3. Deadline for receipt of applications is set for early December to allow distribution of all materials to committee members before the Midwinter meeting. The Committee may choose to accept nominations up until the committee meeting.
4. The Committee should determine other appropriate places to announce and solicit award nominations. For example:
  - ALA Midwinter and Annual Conferences
  - ALA Connect
  - GODORT Steering Committee meetings
  - Depository Library Council to the Public Printer meetings
  - State, regional or local government documents groups
  - Discussion lists such as GOVDOC-L, Int-Law, Intl-Doc, Regional-L
  - GODORT web site

### B. Nominations procedures

1. Individuals or groups of individuals may submit nominations at any time prior to the deadline; sample forms are included with committee files and are published on the GODORT web site.
2. Applications are sent to the Committee Chair, who is responsible for distributing all completed nominations to the other committee members. Completed nominations should be distributed before the conference if at all possible.
3. The Committee Chair represents the committee at the Steering Committee. By the Steering Committee meeting during the Midwinter meeting, the award winners will have been selected. Procedure is for the Committee Chair to pass a written recommendation of the awards to the GODORT Chair. The Awards Committee report is that the Committee met and offers these selections for approval. The GODORT Chair normally will silently pass the memo around the Steering Committee and call for a vote of approval.

### C. Notification Procedures

1. Initial Notification

- b. Award recipients may be notified by email immediately following the conference. At this time, additional information may be needed:
  - Names as they want them on the awards
  - Job titles
  - Addresses
  - Phone numbers
- c. Recipients of the awards should be notified as soon as possible so that (in the case of stipends from the Reynolds Award) they can begin work on their projects.
- d. Public announcement of the awards may be published as soon as winners and donors have been notified.

The GODORT's ALA Staff Liaison is notified of all award recipients, along with recipients' addresses and the amount of the check(s) to be distributed by ALA/GODORT. Discuss with ProQuest, NewsBank/Readex, the GODORT Treasurer, and the award recipients whether the donors will send checks directly to the recipients or to ALA for disbursal, or if checks will be presented in person at the Awards Reception. Copy all correspondence to the GODORT Treasurer and Chair.

2. Final Notification Letter  
The Committee members draft notification letters to all award recipients which the GODORT Chair signs and sends (through the US Mail). Copies are sent to all award recipients' library directors or appropriate supervisors. Vendors supporting the awards will also be copied.
3. After winners have been notified and accepted their awards, emails are sent to nominees not chosen as winners to inform them of the outcome.
4. The Awards Committee prepares a press release on all awards and grants for publication on the web. An announcement directing people to the web site for the full report is published in *DttP* (usually in the Fall issue) and on appropriate discussion lists. Information about awards and/or recipients will be sent upon request to any other appropriate requesting individual, publication or institution.
5. After confirming Reception details with the GODORT Conference Committee Chair, the Awards Committee will invite award recipients to the GODORT Reception where award presentations are made. Sponsors/donors of awards will also be notified of the time/place of the GODORT Reception. The Awards Committee Chair or designee will prepare brief introductions for presentations.

#### **D. Records**

1. Documentation for nominees not chosen for awards will be kept in the Awards Committee files for two years, and persons making nominations will be given an opportunity to update the submitted information if they so desire.
2. Files of the Awards Committee will be kept current and passed on to the new committee chair following the Annual Conference. Files older than two years will be sent to the GODORT Archivist.

**E. Establishing New Awards**

To establish a new award, please follow the outline of procedure in the ALA Awards Committee Manual, currently posted at:

<http://www.ala.org/awardsgrants/sites/ala.org.awardsgrants/files/content/awardgov/alaawardsmanual/2009awardsmanualrev4.pdf>

Consult the ALA Awards Committee chair to ensure that the current version is being used.