

Chapter 10 - GODORT Policies and Procedures Manual
Awards Committee

I. Purpose:

The Awards Committee shall make recommendations to the Steering Committee for the recipients of Round Table Awards: the James Bennett Childs Award, the LexisNexis/GODORT/ALA Documents to the People Award, the Bernadine Abbott Hoduski Founders Award, the David Rozkuszka Scholarship, and grants stipends from the NewsBank/Readex/GODORT/ALA Catharine J. Reynolds Award. 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 X, Section 3a](#), the Awards Committee is composed of six members elected to staggered two-year terms. Three members will be elected each year. The Chair is appointed by the GODORT Chair with the approval of the Steering Committee from among the elected members.

III. General

III A. Awards Committee Charge

GODORT annually presents the James Bennett Childs Award and the LexisNexis/GODORT/ALA *Documents to the People* Award, the Bernadine Abbott Hoduski Founders Award, the David Rozkuszka Scholarship and grants stipends from the NewsBank/Readex/GODORT/ALA Catharine J. Reynolds Award. The recipients of these awards are selected by the Awards Committee.

III B. Duties of the Committee Chair.

1. The Committee Chair is responsible for:
 - a. Scheduling Committee meeting times for Midwinter and Annual Conferences.
 - b. Coordinating publicity about award nominations, distributing nomination forms, and replying to inquiries about awards and other correspondence as needed.
 - c. Coordinating and distributing completed nomination forms to other committee members prior to the meetings.
 - d. Maintaining committee files and transferring records to the succeeding Committee Chair.
 - e. Notifying award recipients and donors.
 - f. Writing the citations for publication in the library literature and for the presentation of awards at the GODORT Reception.
 - g. Provide GODORT Web Administrator with information about Award recipients for posting on the GODORT website.

2. The Awards Committee Chair is a member of the GODORT Steering Committee and attends and participates in Steering Committee meetings.

III C. Duties of Committee members

1. The Awards Committee solicits nominations, receives and reviews nominations and applications, and then selects awards recipients during the ALA Midwinter meeting.
2. Committee members should plan to attend the Midwinter Conference. The Awards Committee typically meets twice during this meeting to review award nominations and to select the recipients. Members unable to attend should make arrangements to receive and review nominations prior to this conference.
3. Awards Committee meetings are closed and confidential. No minutes 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
4. The Committee may develop its own procedures for selecting award recipients. Typically the Committee members have reached consensus through discussion.
5. The Committee need not confer an award in a year when the Committee has received no deserving nominations.

III D. Meetings

1. Midwinter: two meetings to review and select award recipients.
2. Annual Conference (summer): one meeting is usually sufficient to review the procedures and business of the Committee for the coming year.

IV. Procedures.

IV A. Promoting Awards

1. Preparations for announcing the availability of the awards should begin at the summer conference.
2. *DttP*: the fall or September issue should include summary information about each award and refer to the GODORT Web site for copies of the application forms. Application forms should also be offered by mail from the Awards Committee Chair. The deadline for this issue may be July 1.
3. Deadline for receipt of applications is set for a date in December early enough to allow nomination distribution to all committee members before the Midwinter meeting (for example, December 15). The Committee may choose to accept nominations up until the first committee meeting in January.
4. The Committee should determine other appropriate places to announce and solicit award nominations. For example, some good places are:

ALA Midwinter and Annual Conferences
DttP
GODORT Steering Committee meetings
Depository Library Council to the Public Printer meetings
State, regional or local government documents groups
Journal of Government Information (formerly GPR)
Government Information Quarterly
Listservs, such as GOVDOC-L, Int-Law, Intl-Doc
State Documents Groups Newsletters and/or Listservs
ALA/GODORT Web Site

IV B. Nominations procedures

1. Individuals or groups of individuals may submit nominations at any time prior to the deadline date. Sample forms are included with committee files and are published on the GODORT web site. 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.
2. The Committee chair represents the committee at the Steering Committee. By the Second Steering Committee meeting during the Midwinter conference, the awards will have been selected. Procedure is for the Committee Chair to pass a written recommendation of the awards to the GODORT Chair. The Award 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.

IV C. Notification procedures

1. **Notification:**
Award recipients may be notified by telephone immediately following the conference. At this time, additional information may be needed: Names as they want them on the awards, social security numbers (for ALA GODORT Liaison), job titles, addresses, phone numbers. 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. Public announcement of the awards may be published as soon as notifications 2 through 6 below have been made.

The ALA GODORT Liaison is notified of all award recipients. The Liaison needs the recipients' social security numbers, if there is a cash award given, and the amount of the check to be distributed. Discuss with LexisNexis or NewsBank/Readex, the GODORT Treasurer, and the award recipients whether the sponsors will send checks directly to the recipients or to ALA for disbursement. Copy all correspondence to the GODORT Treasurer and Chair.

2. **Notification Letter:**
The Awards Committee Chair drafts notification letters to all award recipients which the GODORT Chair signs and sends. Copies are sent to all award recipients' library directors or appropriate supervisors.
3. **LexisNexis/GODORT/ALA Documents to the People Award:** Written notification of the name of the recipient, along with the person's resume (if available) is sent to: Marketing Manager, LexisNexis Academic & Library Solutions, 7500 Old Georgetown Rd, Suite 1300, Bethesda, MD 20814. 800-638-8380.
4. **James Bennett Childs Award:** The person given the task of having the plaque engraved and framed should first ask the award winner how his or her name should appear on it. Give the following company this person's name and the award's ordinal number (e.g., thirteenth) in writing:

Dearinger Printing & Trophy Inc.
605 S. Lewis St.
Stillwater, OK 74074
(800) 256-7979 / (405) 372-5503
<http://www.dearingers.com/>

Dearinger has a template of the award, printed copies of previous engravings, and the corresponding work orders in its order file. This is all the information the company needs to complete the engraving. Once engraved, the plaque should be framed at Hobby Lobby or another business that makes picture frames, preferably during a sale. Deliver the framed plaque to the Awards Committee Chair, who will take it to the Annual Conference. Send the receipts to the GODORT Treasurer and copies of the receipts to the GODORT Chair. The Committee should keep a record of who has GODORT's copy of the template in the event that Dearingers' is lost or destroyed. Color images of the award 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. GODORT members who have overseen this process include Susan Tulis and, most recently, John Phillips.

5. **NewsBank/Readex/GODORT/ALA Catharine J. Reynolds Award:**
Notification giving names of grantees, addresses, amounts, and a statement of the purpose for which the money is given, is sent to: David Braden, President, Readex Division, NewsBank, Inc., 5020 Tamiami Trail North, Suite 110, Naples, FL 34103, 800-762-8182, email: dbraden@newsbank.com
6. **The Bernadine Abbott Hoduski Founders Award:** The person given the task of having the plaque engraved and framed should first ask the award winner how his

or her name should appear on it. Give the following company this person's name and the award's ordinal number (e.g., thirteenth) in writing:

Dearinger Printing & Trophy Inc.
605 S. Lewis St.
Stillwater, OK 74074
(800) 256-7979 / (405) 372-5503
<http://www.dearingers.com/>

Dearinger has a template of the award, printed copies of previous engravings, and the corresponding work orders in its order file. This is all the information the company needs to complete the engraving. Once engraved, the plaque should be framed at Hobby Lobby or another business that makes picture frames, preferably during a sale. Deliver the framed plaque to the Awards Committee Chair, who will take it to the Annual Conference. Send the receipts to the GODORT Treasurer and copies of the receipts to the GODORT Chair. The Committee should keep a record of who has GODORT's copy of the template in the event that Dearingers' is lost or destroyed. Color images of the award 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. GODORT members who have overseen this process include Susan Tulis and, most recently, John Phillips.

7. **W. David Rozkuszka Scholarship:** Notification including the recipient's address and social security number is sent to the GODORT ALA Liaison with a copy to the GODORT Treasurer. The scholarship check is sent to the recipient prior to the Annual conference.
8. The Awards Committee prepares a press release on all awards and grants for publication on the GODORT website. An announcement directing people to the GODORT website for the full report is published in *DttP* (usually in the fall issue) and on GOVDOC-L.
9. Information about awards and/or recipients will be sent upon request to any other appropriate requesting individual, publication or institution.
10. Awards Committee will invite award recipients to the GODORT Reception where award presentations are made. Sponsors of Awards will also be notified of the time/place of the GODORT Reception. Awards Committee Chair or designee will prepare citations for presentations.

IV 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 of older than two years will be sent to the Archivist of GODORT.

IV E. Establishing New Awards.

A request that a new ALA or unit award be established may come from any member or unit of the Association or from any individual or group outside the Association interested in the recognition and development of libraries and librarianship.

IV E 1. Policy

The following points should be carefully considered before a new ALA award is established:

1. The intent and purpose of the individual or group making the proposal or donating a sum of money to be used for awards purposes. ALA awards shall recognize significant achievements within the profession and not serve primarily as advertisements for the donor.
2. The existence of already established awards in the same or similar areas of interest, since overlapping awards are to be avoided.
3. The monetary return to the recipient.
 - a. Should an award administered by the Awards Committee carry a monetary value, it should be no less than \$1,000.
 - b. Awards in the form of grants or scholarships should be sufficient to cover the cost of the proposed type of endeavor, as well as administrative costs.
4. In reviewing a request for a new award, the Awards Committee will consider cost of administering the award. Administrative costs for ALA Awards are estimated at \$500. Unit costs may vary.
5. The practicality of administering the proposed award.
 - a. A workable set of objective standards for selecting a recipient is needed.
 - b. Awards demanding large or bulky mailings of material among jury members are to be avoided.
 - c. The availability of appropriate candidates is essential. (Awards for special projects, study, or writing are generally pursued by the individuals or groups intending to perform the work).
6. The life expectancy of the award.

- a. A date for Awards Committee or unit review to determine continuation of an award should be set at the time an award is established. A trial period of five years is usual.
- b. Endowments to insure the continuation of recognized awards of five or more years standing are to be encouraged.

IV E 2. Form for Preparing an Award Proposal

1. *Name of Award*
2. *Definition, Purpose and Criteria:* Specify the person(s) or group(s) eligible to receive the award, the purpose(s) for which the award will be given, and a brief outline of the criteria to be followed in selecting a recipient.
3. *Number and Frequency of Award:* Designate the number of possible recipients at any one time and the frequency with which the award is to be presented. State that if a suitable candidate is not found, the award will not be presented that year.
4. *Selection of Jury to Administer the Award:* Indicate the person who appoints the committee to administer the award; what, if any, particular group or groups from which the juries will be chosen; the number of jury members and any special qualifications needed by the jury members.
5. *Deadline for Nomination of Candidates:* Specify the date nominations are due and the form that nominations will take, e.g., a statement of outstanding contributions, etc. the dates of the Midwinter Meeting affect the date nominations are due. Unless otherwise specified the date for nominations should be December 1.
6. *Screening of Candidates and Recommendations:* Indicate the process to be used in determining the award recipient.
7. *Presentation of the Award:* Specify dates for the announcement and presentation of the award. ALA Awards should be designated for presentation at an appropriate meeting at the Annual Conference.
8. *Form and/or Type of Award:* Designate form and/or type of award to be given, e.g., cash, citation, medal, etc.
9. *Donor:* Specify the individual, group, institution, etc. who will provide funds for both any cash award to be given and the administrative expenses incurred.
10. *Contact person:* name, address and telephone number.

Submit ten copies of its proposal for new awards or revisions of existing unit awards to the ALA Awards Committee chair one month prior to a regular meeting of the Committee which is at least six months prior to the date of first presentation.

The Awards Committee shall consider each proposal at a regular meeting. Those proposing new awards should be present when the ALA Awards committee considers their proposal.

In such cases where a sum of money is offered to ALA for an award, the Awards Committee, with the sanction of the Executive board and with as much guidance as it is possible to get from the potential donor, shall define the intent of the award and set up the criteria for selecting a recipient.

Should a proposed ALA award be deemed appropriate by the Awards committee according to the policy noted above, a statement of the award and a recommendation for its acceptance is sent to the Executive Board. Upon the approval of the Board, the chair of the Awards Committee presents the proposal at a regular meeting of the ALA Council for adoption. If carried, the Executive Director will inform the donor of the acceptance of the award. In the case of a proposed unit award, the Awards Committee need only send a statement of the award as an information item to the Executive Board and Council.

Should a proposed ALA award not be deemed appropriate by the Awards Committee, a recommendation for its rejection is sent to the Executive Board, but a rejected proposal need not be presented to Council. In the case of a proposed unit award, the Awards Committee should indicate to the unit representative its reasons for not forwarding its proposal to the Executive Board and Council.

V. Award Descriptions

V A. LexisNexis/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

Donors: LexisNexis (formerly Congressional Information Service) and the Government Documents Round Table of the American Library Association.

Form of Award: A framed, hand-lettered plaque with the individual's name and achievement plus 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 (URL: <http://www.ala.org/ala/godort/godortcommittees/godortawards/cisform.htm>) and available from members of the Awards Committee. However, any nomination will be considered if the following information is provided:

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

Deadline: To be established annually (usually early to mid-December).

Nominations sent to: [Chair, Awards Committee](#)

Announcement of Awards: Award may be announced as soon as LexisNexis and the recipient have been notified. Presentation will be made at the annual LexisNexis breakfast during the ALA Annual Conference. Travel expenses for award winners cannot be assumed by GODORT.

V 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

Donor: Government Documents Round Table of the American Library Association

Form of Award: A bronze 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 (URL: <http://www.ala.org/ala/godort/godortcommittees/godortawards/childsform.htm>) and available from members of the Awards Committee. However, any nomination will be considered if the following information is provided:

- a. The name of the award for which the candidate is being nominated.
- b. Candidate's name, address, present employer and length of service, past employment, if applicable.
- c. Candidate's activities, projects, publications related to documents work, with complete documentation, including examples.

- d. Any other pertinent information about the candidate.
- e. Letters of support, including signatures, names and addresses of the nominating individuals or organizations.

Deadline: To be established annually (usually early to mid-December).

Nominations sent to: [Chair, Awards Committee](#)

Announcement of Awards: 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.

V C. NewsBank/Readex/GODORT/ALA Catharine J. Reynolds Award

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 will be given to GODORT members.

Date established: 1986

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

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 (URL: <http://www.ala.org/ala/godort/godortcommittees/godortawards/cjrform.htm>) 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 early to mid-December).

Nominations sent to: [Chair, Awards Committee](#).

Reports on Awards: Each recipient of a grant from the Catharine J. Reynolds Award 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.

Announcement of Awards: Award recipient(s) will be announced as soon as all recipients have been informed following the ALA Midwinter meeting. Awards will be presented at the GODORT Reception at the ALA Annual Conference.

V D. Bernadine Abbott Hoduski Founders Award

Purpose: To recognize 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 would recognize 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.

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. 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: 1993

Donor: Government Documents Round Table of the American Library Association

Form of award: 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. state documents
2. international documents
3. local documents
4. federal documents

Selection by: GODORT Awards Committee.

Nominations: Nominations will be made on a form published on the GODORT Web Site (URL: <http://www.ala.org/ala/godort/godortcommittees/godortawards/bahform.htm>) 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 early to mid-December).

Nominations sent to: [Chair, Awards Committee](#).

Announcement of Awards: 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.

V E. 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

Form of Award: \$3,000 cash.

Selection by: GODORT Awards Committee.

Application: Application may be made using form published on the GODORT Web Site (URL: <http://www.ala.org/ala/godort/godortcommittees/godortawards/rozform.htm>) on GOVDOC-L, and available from any GODORT Awards Committee member. The application should be accompanied by three letters of support.

Deadline: December 1 each year.

Application sent to: [Chair, Awards Committee](#).

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

V F. ALA Emerging Leaders Nomination Supported by Government Documents Round Table

Purpose: To encourage young librarians within GODORT to get on the fast track to ALA and professional leadership.

Conditions are established by ALA at http://wikis.ala.org/emergingleaders/index.php/Main_Page. The Awards Committee is

authorized to make no selection(s) in a year when, in its opinion, no outstanding candidates are brought to its attention.

Date established: 2006

Donor: GODORT

Form of award: GODORT will provide support by endorsing one member who is willing to accept the costs of attending this program.

Selection by: GODORT Awards Committee

Applications: Applications may be made on application forms which are linked from the following site: http://wikis.ala.org/emergingleaders/index.php/Application_Information

Deadline: The deadline for applications is established by ALA. GODORT candidates seeking endorsement must submit a statement of interest to the Awards Committee a month prior to the deadline. The name of the successful candidate will be forwarded to the GODORT Steering Committee for its approval.

Send nominations to: Chair, Awards Committee

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

Revised 7/2008