

3.1 AWARDS

COMMITTEE CHARGE:

The Awards Committee is responsible for developing and maintaining standards and guidelines for the following awards:

1. MLA Scholarship Donation;
2. Louise Darling MLGSCA Achievement Award;
3. MLGSCA Lifetime Achievement Award;
4. Graduate Library School Scholarships;
5. MLGSCA Professional Development Award(s).

The Committee also develops procedures and guidelines for the establishment and maintenance of an ongoing "Scholarship Fund" from which monies are used to fund awards.

GENERAL INFORMATION

A. The Awards Committee Chair is appointed by the President and serves as a member of the Advisory Council.

B. Committee members are requested to serve based upon their choices on the Committee Interest Form distributed by the President-elect in the Spring, or by personal contact with the Chair. Committee members may serve more than one year.

RESPONSIBILITIES

A. Budget Preparation. The Chair prepares a budget to submit to the Advisory Council for approval at its first meeting of the new organization year (after July 1st). Budget should include amounts needed for the awards listed in the committee charge and any related expenses.

B. Reports. The Chair reports to the membership at business meetings of the group, and to the Advisory Council at its meetings. An annual report is given to the membership at its final business meeting of the year. Copies of reports are given to the President and to the Secretary at each meeting.

C. Awards

1. MLA Scholarship Donation

It is the responsibility of the Awards Chair to write thank you letters to MLGSCA members who contribute to this fund. The majority of the letters are generated during MLGSCA membership renewal time. The Treasurer of MLGSCA will forward the names of those who have contributed.

2. Louise Darling MLGSCA Achievement Award

a) Nominations are sent by any member to the Awards Committee chair using the nomination form on the MLGSCA web site. The nomination form includes eligibility criteria and standards. Nomination deadline is February 15th.

b) The Chair prepares an article about the Darling Award for the Fall issue of *MLSCGA Link* inviting nominations from the membership.

c) At the Fall meeting of MLGSCA the Chair requests nominations of candidates for the Darling Award.

d) The Committee reviews the nominations and selects a candidate to recommend to the Advisory Council for approval at its meeting prior to the Spring general business meeting. Runner-up candidates may be recommended by the Committee in the event the primary candidate is not approved.

e) The Chair is responsible for seeing that a check to the winner (for \$500) is prepared by the Treasurer, and for arranging that an engraved plaque be ready for presentation along with the check at the Spring business meeting. Hollywood Plaques, 1649 N. Las Palmas Avenue, Los Angeles, 90028, (323) 463-6588 has a JPEG copy of the MLGSCA logo on file, and provides overnight service. They are also inexpensive!

f) The Chair prepares an article for *MLGSCA Link* on the award recipient and announces the winner on the MLGSCA Listserv **after the Spring business meeting.**

3. MLGSCA Lifetime Achievement Award

Purpose of Award:

The purpose of the Lifetime Achievement Award is to honor the significant lifetime achievements of an MLGSCA member who has made lasting contributions to the profession of health sciences librarianship beyond the scope of the chapter.

Criteria for Award:

a) Candidate's sustained lifetime contributions (meant for an entire body of work, not just a single achievement) have been significant toward the advancement of librarianship on a national and/or international level. Contributions include, and are not limited to, service, publications, presentations, mentorship, research, education and training, innovative technology, and creative projects.

b) Candidate is ending a distinguished career in health sciences librarianship.

c) Candidate has been a member of MLGSCA for at least five years and is a current member.

Award Guidelines:

a) The MLGSCA Advisory Council will make the formal award selection. The candidates will be recognized in the profession and be leaders in the field.

MLGSCA MANUAL - SECTION 3.1

b) Person nominating candidate will provide the Awards Committee with a letter of nomination and the Application for Nomination form, found on the MLGSCA web site, no later than November 1.

c) Awards Committee members are not eligible for the award during their committee service. All members will send their nominations to the Awards Committee, who will then review the nominations and recommend candidate(s) to the Advisory Council. Candidates will be excluded from selection discussions.

d) The Lifetime Achievement Award is given only when candidates clearly meet or exceed eligibility criteria, and once in a candidate's lifetime.

Discussions during the selection process of both the Awards Committee and the Advisory Council are confidential.

The MLGSCA President will present the award at a chapter program or Joint Meeting. A newsletter announcement will follow the presentation. The recipient will receive a commemorative item that states:

**MLGSCA LIFETIME ACHIEVEMENT AWARD
PRESENTED TO
NAME
DATE
PLACE**

**IN HONOR OF OUTSTANDING LIFETIME CONTRIBUTIONS IN THE FIELD OF
HEALTH SCIENCES LIBRARIANSHIP**

4. MLGSCA Student Scholarship Program

Purpose

The Medical Library Group of Southern California and Arizona (MLGSCA) continually and vigorously supports the recruitment of outstanding candidates to the profession of health sciences librarianship. One way MLGSCA does this is through provision of student scholarships. These scholarships are available to excellent library/information science students who have shown evidence of interest in pursuing the health sciences specialization in librarianship.

The scholarship is intended to provide support during a student's course of study. The scholarship funds can be used as desired by the recipient.

Amount

The amount of scholarships shall be \$1,000 per recipient. However, the scholarship jury, in consultation with the MLGSCA Advisory Council, reserves the right to revise the amount of scholarship award(s). Any changes in the scholarship amount for any given year shall be publicized when applications are solicited.

Frequency and Number of Awards

Three student scholarships shall be awarded annually. However, the scholarship jury, in consultation with the MLGSCA Advisory Council, reserves the right to revise the frequency and number of awards. If there are no appropriate candidates, the organization may elect not to award the scholarships in a given year.

Administration

The MLGSCA Student Scholarship Jury that reports to the MLGSCA Awards Committee shall administer the MLGSCA Student Scholarship Program. The Jury shall consist of a minimum of 3 members and a maximum of 5. To preserve impartiality in the deliberation and selection process, no member of the Jury shall be an Advisory Council Member. However, the foreperson of the Jury shall regularly report on the activities of the group to the Advisory Council.

Selection of Jury members:

In November the President shall issue a call for volunteers to serve on the Jury. The Awards Committee, in conjunction with the President, shall select jury members and alternates. The jury should consist of members of MLGSCA who are recognized by their peers as impartial and qualified judges.

The duties of the MLGSCA Student Scholarship Jury shall be:

- To receive and review all applications.
- To make a fair and impartial selection of scholarship recipients based on compliance with criteria publicly known and distributed to all applicants.
- If no appropriate candidates apply in a given year, no award shall be made.
- It is inappropriate for a Jury member to write a letter of recommendation for a candidate. If this

occurs, the Jury member should recuse him/herself from Jury membership.

- After jurors complete their deliberations and select recipients of scholarships, they inform the Awards Chair, who then informs the Advisory Council.

After selection of the scholarship recipients, the Awards Chair arranges for checks to be written for awardees. If an awardee is present at the Spring meeting, they may receive their checks there, or have them mailed directly to their home address. Awards Chair shall assist Newsletter Chair in obtaining biographical information and pictures, if possible, for publication in *MLGSCA Link*. Committee Chair will also announce winners on MLGSCA listserv.

Who may apply:

Any individual who is enrolled in an ALA-accredited masters program in library and information science and who shows evidence of interest (through their application) in health sciences librarianship.

The applicant must be a citizen of or have permanent residence in either the United States or Canada.

Past recipients of the MLGSCA Student Scholarship are not eligible to apply.

Priority will be given to applicants enrolled in a library school located in Southern California or Arizona. Applicants need not be a member of MLGSCA or MLA in order to be considered.

Application

See <http://www.mlgscamlanet.org/forms/scholarship-app-info.pdf> or go to end of Section 3.1.

Timetable

Call for Jurors: November

Deadline for submission by candidates: December 1st

Deliberation: January – February

Selection Announcement: March - April

Criteria to consider in the selection of scholarship recipients

Points are awarded (100 maximum) to each applicant based on the materials submitted in the application packet:

- Evidence of interest in health sciences librarianship. Consider previous or current work experience, prior coursework in the health sciences, as well as reasons for interest stated in essay. (20 points)
- Career objectives (part of application). Consider the clarity of the candidate's career objectives as stated in the short essay. (20 points)
- Letters of reference (minimum of 2 required). Consider the consistency of comments by referees. (20 points)

- Attendee at Southern California/Arizona Library School (10 points)
- Undergraduate education major/minor. Consider preparation in the sciences. (10 points)
- Work history. Consider previous library employment and/or work in health sciences field of librarianship (20 points)

5. MLGSCA Professional Development Awards

a) Purpose.

1) To support professional development activities including attendance at classes, conferences and meetings;

2) To provide members with the opportunity to increase their competence in the theoretical, administrative and/or technical aspects of librarianship.

b) Deadlines for applications are September 15th and February 15th. Application forms are located on the MLGSCA web site and include eligibility criteria and standards.

c) Process. The Awards Committee reviews applications and recommends candidates to the Advisory Council which approves granting the awards. Awards Chair informs Treasurer to send checks to the recipients.

THE LOUISE DARLING
MLGSCA ACHIEVEMENT AWARD
APPLICATION FOR NOMINATION

Name of Candidate: _____

Institution: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Describe why the candidate should receive the MLGSCA Achievement Award:

Nomination submitted by: _____

Address: _____

City, State, Zip: _____

Telephone: (day) _____ (night) _____

Return to: MLGSCA

Nomination: Louise Darling MLGSCA Achievement Award

Chair, Awards Committee

P.O. Box 6006

Irvine, CA 92716-6006

THE LOUISE DARLING MLGSCA ACHIEVEMENT AWARD

Purpose of Award

The purpose of the Louise Darling MLGSCA Achievement Award is to honor the significant contributions to health sciences librarianship, as well as to the Medical Library Group of Southern California and Arizona.

Criteria for Award

- 1) Candidate's contribution is significant towards the advancement of health sciences librarianship through the endeavors of the Medical Library Group of Southern California and Arizona.
- 2) Candidate's contributions include, but are not limited to: service, publications, presentations, and projects.
- 3) Candidate must hold membership in MLGSCA at the time of election and be a member for a minimum of two years.

Award Guidelines

Nominations shall be made by the MLGSCA membership. Requests for nominations are solicited through the Newsletter and the Awards Committee with a deadline of February 15th. Persons nominating candidates shall provide the Committee with a letter of nomination and an Application for Nomination form. Awards Committee members are not eligible for the award during their committee service. The Awards Committee reviews nominations and recommends candidates to the Advisory Council for final approval. Candidates will be excluded from award discussions.

The Louise Darling MLGSCA Achievement Award is given annually. The number of candidates per year is at the discretion of the Awards Committee. If no suitable candidates are nominated, the award is not given. Discussions during the selection process of both the Awards Committee and the Advisory Council are not a matter of public record.

The award is usually presented by the President during the Spring Meeting and is announced in *MLGSCA Link* following the presentation. The recipient will receive \$500 and a commemorative item which states:

THE LOUISE DARLING MLGSCA ACHIEVEMENT AWARD
PRESENTED TO
NAME
DATE
PLACE
IN HONOR OF SIGNIFICANT CONTRIBUTIONS TO
HEALTH SCIENCES LIBRARIANSHIP

MEDICAL LIBRARY GROUP OF SOUTHERN CALIFORNIA AND ARIZONA
PROFESSIONAL DEVELOPMENT AWARD

PURPOSE: To support professional development activities including attendance at classes, conferences and meetings; To provide MLGSCA members with the opportunity to increase their competence in the theoretical, administrative and/or technical aspects of librarianship.

ELIGIBILITY:

The applicant must:

1. Be a regular member of MLGSCA;
2. Hold a graduate degree in library/information science;
3. Be a practicing medical librarian with at least two years of professional experience.

Consideration will be given to outstanding candidates who do not meet all of the eligibility criteria.

SPECIFICS:

Awards range from \$100 - \$500. More than one award may be offered in a year. Awards Committee screens applications and recommends candidate(s) to the Advisory Council of MLGSCA which has the authority to grant the award(s).

APPLICATIONS:

1. Use the application form provided on the MLGSCA web site.
2. Forms are also available from the chair of the Awards Committee, or from the Secretary of MLGSCA.
3. Deadlines: September 15th; February 15th.

STANDARDS FOR JUDGING:

Criteria may include the applicant's academic achievement, library experience, career objectives, or service to the profession.

PROFESSIONAL DEVELOPMENT AWARD APPLICATION

The completed application must be received by the chairperson of the Awards Committee no later than September 15th or February 15th.

Please type or print legibly all the required information.

MLGSCA MANUAL - SECTION 3.1

_____	_____	_____
City	State	Zip Code
_____	_____	
Until (date)	Telephone (include area code)	

3. Permanent Address:

Street Number

_____	_____	_____
City	State	Zip Code
_____	_____	
Until (date)	Telephone (include area code)	

4. _____

Citizenship (*country*)

5. **Permanent Residence Status (if applicable)** *Canada* *United States*

6. If not currently enrolled, list ALA-accredited library schools to which you have applied, and indicate those at which you have been accepted.

7. For what period would this scholarship be used?

8. Anticipated date of library school degree:

9. Will you be a full-time student? Yes No

10. If not, how many courses will be taken each term? (*Please specify quarter or semester.*)

Part II: Education

11. Please provide a photocopy of transcripts of your scholastic record from each college or university that you have attended.

12. List in chronological order all colleges, universities, and professional schools attended, with the most recent first.

13. If one of the sciences was not your major or minor subject, list the credits you have earned in specific sciences:

Part III: Experience

14. List all full-time or otherwise significant jobs you have held, starting with the most recent.

Name/Address of Employer

Date/Nature of duties

Part IV: Other Accomplishments

15. Honors, scholarships, or prizes you have received:

16. Membership in honor societies and professional organizations:

17. Activities and interests (campus, community, other):

Part V: References

18. A copy of the reference form is enclosed. **Both references must come directly from the individual writing the reference, along with a copy of the letter of reference form and be received by December 1 in order for an application to be considered.** List below the individuals from whom you have requested references.

Provide a pre-addressed, stamped envelope for each reference so that they are sent directly to: Chair, MLGSCA Awards Committee [P.O. Box 6006, Irvine, CA 92616-6006]

<i>Name</i>	<i>Institution</i>	<i>Telephone</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part VI: Career Objectives

19. Attach a short essay, typed only, describing your career objectives and how your immediate academic plans contribute to their attainment.

The information supplied by me on this application is true and correct to the best of my knowledge, and I understand that misrepresentation may cause denial or withdrawal of the scholarship.

Signature _____

Date _____

Medical Library Group of Southern California and Arizona

Scholarship

Letter of Reference

Name of applicant

The applicant should fill out the line above and give this form to a person not related to the applicant who is acquainted with the applicant's character, education, and abilities.

To Writers of Letters of Reference

The applicant whose name appears above has applied for a scholarship from the Medical Library Association to attend an American Library Association-accredited graduate school. Please give us your candid opinion of the applicant's scholarship, personality, and potential postgraduate study in library science. Use the reverse side of the form if necessary. **Please return by December 1 to: Chair, MLGSCA Scholarship Award Subcommittee [P.O. Box 6006, Irvine, CA 92616-6006]**

Please type or print legibly. Thank you for your assistance

Name

Position

Institution

Address