



# 2007 Nomination - Cover Sheet

## National Awards for Museum and Library Service

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1. Institution Name

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2. Institution's Mailing Address

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City

State

Zip

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3. Phone Number

4. Fax Number

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5. Web Address

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6. Name of Institution's Director/CEO

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Title

Phone Number

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E-mail Address

7. Type of Organization (check one in the appropriate category)

Museums:

- |   |  |
|---|--|
| <input type="checkbox"/> Aquarium                   | <input type="checkbox"/> Nature center             |
| <input type="checkbox"/> Arboretum/botanical garden | <input type="checkbox"/> Natural history museum    |
| <input type="checkbox"/> Art museum                 | <input type="checkbox"/> Planetarium               |
| <input type="checkbox"/> Children's/youth museum    | <input type="checkbox"/> Science/technology museum |
| <input type="checkbox"/> General museum             | <input type="checkbox"/> Specialized               |
| <input type="checkbox"/> Historic house/site        | <input type="checkbox"/> Zoo                       |
| <input type="checkbox"/> History museum             | <input type="checkbox"/> Other (specify) _____     |

Libraries:

- |   |  |
|---|--|
| <input type="checkbox"/> Archive            | <input type="checkbox"/> Research              |
| <input type="checkbox"/> College/university | <input type="checkbox"/> School                |
| <input type="checkbox"/> Consortium         | <input type="checkbox"/> Special               |
| <input type="checkbox"/> Public             | <input type="checkbox"/> Other (specify) _____ |

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8. Institution's Annual Budget

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9. Number of Full-time Staff

Part-time Staff

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10. Community Population

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11. Number of Days Open/Year

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12. Number of People Served Through Community Programming

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13. Name of Nominating Individual

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Title

Relationship to Institution

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Phone Number

E-mail Address

### **B. Statement of Purpose/Mission Statement & Brief Institutional History**

Provide the institution's mission statement or statement of purpose as well as a brief institutional history (not to exceed one single-spaced page; no less than 12-point type).

### **C. Narrative**

The nomination should address the following questions thoroughly and succinctly (not to exceed five single-space pages; no less than 12-point type). The jurors determining the pool of potential award winners will focus closely on your answers to these questions.

1. What are the institution's goals for community service? How do these goals reflect the institution's mission and strategic plan? How do they reflect an assessment of the broader community's learning or informational needs?
2. Describe the population groups/communities the institution is reaching through its community services and provide examples of the programs and services that have been developed for these communities. How are the programs and services evaluated to determine whether they are successfully meeting the needs of the audiences?
3. How does the institution work with other organizations within the broader community to provide programs and services and to play a leadership role?
4. How does the institution demonstrate sustained commitment to the community?

### **D. Institutional Financial Statements**

Include a copy of your institution's financial statements for the past two complete fiscal years. If at time of nomination your fiscal year is complete but not yet audited, please submit these unaudited figures and label as such.

If your institution is part of a larger organization (municipal government, university, etc.) do not include financial statements for the parent organization, only for the nominee.

### **E. Letters of Support**

An institution may submit up to three letters of support with the nomination. These letters should come from community members who have direct knowledge of the institution's community service. It is recommended that the letters come from different segments of the broader community served by the institution.

# National Award for Library Service/National Award for Museum Service

## Nomination form instructions

### Nomination Information

An institution may be nominated by one of its own employees or by a member of the community with a special interest in the institution. If you are an employee of the museum or library you are nominating, please state your title. If you are a member of the community, please indicate your particular interest in the institution.

Your application **must** include all five parts:

**A. Cover Sheet** (page one of the [Nomination Form](#))

### B. Statement of Purpose/Mission Statement & Brief Institutional History

Provide the institution's mission statement or statement of purpose as well as a brief institutional history (not to exceed one single-spaced page; no less than 12-point type).

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Nominations must be postmarked by **February 15, 2007** to this address (no faxes please):

The National Award for Museum and Library Service  
Office of the Director  
Institute of Museum and Library Services  
1800 M St. NW 9th Floor  
Washington, DC 20036-5802

OMB Clearance: 3137-XXXX Expiration date: XXXXXXXXX