



2010 Nomination

National Medal for Museum and Library Service

Deadline for 2010: February 16, 2010

Program Contact for Libraries:

Michele Farrell, Senior Program Officer
Phone: 202-653-4656
E-mail: mfarrell@imls.gov

Program Contact for Museums:

Christopher Reich, Senior Program Officer
Phone: 202-653-4685
E-mail: creich@imls.gov

Program Overview

The National Medal honors outstanding institutions that make significant and exceptional contributions to their communities. Selected institutions demonstrate extraordinary and innovative approaches to public service, exceeding the expected levels of community outreach, and may also include libraries and museums advancing global cultural understanding across borders.

Nominations should describe:

- the institution's goals in serving its community,
- the population served,
- how the institution works together with the community to achieve the goals,
- the outcome of this effort during the past two to three years,
- projections for future efforts, and
- how the institution will sustain these efforts in the future.

The National Museum and Library Services Board reviews the nominations and makes recommendations to the IMLS Director, who makes the final selection.

Eligibility

Institutions that fulfill the general criteria may apply. See www.imls.gov/applicants/criteria.shtm for details. Institutions that have won an award may be renominated after 10 years.

Nomination Information

A library or museum 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.

The nomination must be completed by the nominated institution, and it must include the following five parts. Do not include additional cover letters, binders, folders or attachments. For parts B-E, see page three of the Nomination Form.

- A. Cover Sheet (pages one and two of the attached Nomination Form)
- B. Statement of Purpose/Mission Statement & Brief Institutional History
- C. Narrative
- D. Institutional Financial Statements
- E. Letters of Support

Nominations must be postmarked by **February 16, 2010** to this address (no faxes or emails will be accepted):

The National Medal 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



2010 Nomination Form—Page One

National Medal for Museum and Library Service
(To be filled out by the nominated institution.)

A. Nomination Cover Sheet

1. Legal Name of Nominated Institution:¹ _____

Organizational Unit (if different from Legal Name): _____

2. Institution Address

Street1: _____

Street2: _____

City: _____

County: _____

State: _____

Zip+4/Postal Code: _____

3. Telephone Number: _____

4. Fax Number: _____

5. Web Address: **http://**_____

6. Name of Institution's Director/CEO: _____

Title: _____

E-mail: _____

Telephone Number: _____

7. Type of Institution (check one):

- Academic Library
- Aquarium
- Arboretum/Botanical garden
- Art Museum
- Children's/Youth Museum
- General Museum²
- Historic House/Site
- History Museum
- Library Association
- Library Consortium
- Museum Library
- Natural History /Anthropology Museum

- Nature Center
- Planetarium
- Public Library
- Research Library/Archives
- School Library, or School District applying on behalf of a School Library or Libraries
- Science/Technology Museum
- Special Library
- Specialized Museum³
- Zoo
- Other, please specify:

¹ If your institution is not an eligible entity on its own, then enter the name and address of the eligible entity under "Legal Name." For example, a library that is part of a parent organization, such as a university, is applying, would enter the university under "Legal Name" and the library under "Organizational Unit."

² A museum with collections representing two or more disciplines equally (e.g., art and history)

³ A museum with collections limited to one narrowly defined discipline (e.g., textiles, stamps, maritime, ethnic group)



2010 Nomination Form—Page Two

National Medal for Museum and Library Service (To be filled out by the nominated institution.)

A. Nomination Cover Sheet (continued)

8. Governing Control (check one):

- | | |
|---|--|
| <input type="checkbox"/> State Government | <input type="checkbox"/> Nonprofit with 501(c)3 IRS Status (Other than Institution of Higher Education) |
| <input type="checkbox"/> County Government | <input type="checkbox"/> Nonprofit without 501(c)3 IRS Status (Other than Institution of Higher Education) |
| <input type="checkbox"/> City or Township Government | <input type="checkbox"/> Private Institution of Higher Education |
| <input type="checkbox"/> Special District Government | <input type="checkbox"/> Individual |
| <input type="checkbox"/> Regional Organization | <input type="checkbox"/> For-Profit Organization (Other than Small Business) |
| <input type="checkbox"/> U.S. Territory or Possession | <input type="checkbox"/> Small Business |
| <input type="checkbox"/> Independent School District | <input type="checkbox"/> Hispanic-serving Institution |
| <input type="checkbox"/> Public/State-Controlled Institution of Higher Education | <input type="checkbox"/> Historically Black Colleges and Universities (HBCUs) |
| <input type="checkbox"/> Indian/Native American Tribal Government (Federally Recognized) | <input type="checkbox"/> Tribally Controlled Colleges and Universities (TCCUs) |
| <input type="checkbox"/> Indian/Native American Tribal Government (Other than Federally Recognized) | <input type="checkbox"/> Alaska Native and Native Hawaiian Serving Institutions |
| <input type="checkbox"/> Indian/Native American Tribally Designated Organization | <input type="checkbox"/> Nondomestic (non-U.S.) Entity |
| <input type="checkbox"/> Public/Indian Housing Authority | <input type="checkbox"/> Other (specify) _____ |

9. Nominated Institution's D-U-N-S® Number:⁴ _____

10. Nominated Institution's Employer/Taxpayer Number (EIN/TIN): _____

11. Congressional District of Nominated Institution: _____

12. Institution's Annual Budget: _____

13. Complete *either* a or b: b. Attendance – onsite: _____

a. Population served: _____ Attendance – offsite: _____

14. Number of full-time paid institution staff: _____ Number of part-time paid institution staff: _____

Number of full-time unpaid institution staff (including Number of part-time unpaid institution staff (including

volunteers: _____ volunteers): _____

15. Total number of days the institution was open to the public for the 12-month period prior to application: _____

16. Name of Nominating Individual: _____

Title: _____ Relationship to Institution: _____

E-mail: _____ Telephone Number: _____

⁴ Verify that your institution has a D-U-N-S® Number or take steps to obtain one. Your institution can receive a D-U-N-S® Number at no cost by calling the dedicated toll-free D-U-N-S® Number request line at 1-866-705-5711 or by visiting www.dnb.com/us.



2010 Nomination Form—Page Three

National Medal for Museum and Library Service (To be filled out by the nominated institution.)

In addition to the Cover Sheet (Section A), the nomination must include the following parts (Sections B-E below). Do not include additional cover letters, binders, folders or attachments.

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

Provide your 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

Address questions 1–4 thoroughly and succinctly (not to exceed five single-space pages; no less than 12-point type). If you choose to answer question 5, please add an additional page. The jurors determining the pool of potential award winners will focus closely on your answers to these questions.

1. Quantify and describe the population groups/communities your institution is reaching through its community services and provide examples of the programs and services that have been developed for these communities. How does your institution work with other organizations within the broader community to provide exemplary programs and services? Describe your organization's leadership role in these activities.
2. What are your institution's goals for 21st century community service? How do these goals reflect your institution's mission and strategic plan? How do they reflect an assessment of the broader community's learning or informational needs?
3. Describe how your institution's programs and services have an impact on addressing community issues, and what you have learned from evaluation activities about meeting the needs of audiences?
4. How does your institution ensure that it will be able to sustain these commitments to the community?
5. (Optional) Describe how your institution has reached beyond U.S. borders to advance cultural understanding in the U.S. and abroad.

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

Your 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. These letters should be addressed to the Director of the Institute of Museum and Library Services and included with the nomination mailing.

Nominations must be postmarked by **February 16, 2009** to this address (no faxes or emails will be accepted):

The National Medal 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