



# 2013 Instructions

## National Medal for Museum and Library Service

**Deadline:** October 15, 2012

**Program Contact for Libraries:**

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**What is the National Medal for Museum and Library Service?**

The National Medal honors outstanding libraries and museums that make significant and exceptional contributions to their communities. Selected institutions demonstrate extraordinary and innovative approaches to public service and exceed the expected levels of community outreach. These organizations have established themselves as community anchor institutions.

**How are the recipients of the National Medal selected?**

The Director of the Institute of Museum and Library Services, with the advice of the Museum and Library Services Board, selects the recipients of the National Medals. In addition to the Medal, IMLS may grant a monetary award.

**When are the recipients of the National Medals announced?**

The recipients of the National Medals are usually announced in the spring on the IMLS Web site and through a press release.

**Who is eligible for a National Medal?**

Museums that meet the following criteria are eligible for the National Medal for Museum Service:  
[www.imls.gov/applicants/museums.aspx](http://www.imls.gov/applicants/museums.aspx)

Academic Libraries, Library Associations, Library Consortia, Public Libraries, Research Libraries/Archives, School Libraries, and Special Libraries that meet the following criteria are eligible for the National Medal for Library Service:  
[www.imls.gov/applicants/libraries.aspx](http://www.imls.gov/applicants/libraries.aspx)

Previous medal recipients may reapply after ten years.

**Who may nominate a library or museum for the National Medal?**

Anyone, including the institution's employees, board members, members of its community, and elected officials, may nominate a museum or library for this honor. If you are an employee or member of the board of the museum or library you are nominating, please state your title or position. If you are a member of the community, please indicate your particular interest in or relationship to (e.g., volunteer, donor, etc.) the institution.

**What information is necessary in order for an institution to be considered for the National Medal and who is responsible for providing it?**

Your institution, not the individual who nominates it, must complete the Nomination Form and include the following five parts:

- A. Cover Sheet
- B. Statement of Purpose/Mission Statement & Brief Institutional History
- C. Narrative (four questions)
- D. Institutional Financial Statements
- E. Letters of Support (optional but strongly recommended)

Do not include additional cover letters, binders, folders, or attachments. For detailed information on answering parts B–E, refer to the Nomination Form.

**What is the deadline for submitting the Nomination Form?**

One copy of the Nomination Form must be mailed and postmarked by October 15, 2012, 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