

A. Justification: 2022-2024 National Medal for Museum and Library Service Nomination Form, OMB Control Number 3137-0097

1. Necessity of the Information Collection

In compliance with the Paperwork Reduction Act, the Institute of Museum and Library Services (IMLS) requests a renewal of the clearance for the web-based National Medal for Museum and Library Service Nomination Form for its recognition program of outstanding libraries and museums. The current clearance expires June 30, 2021. The information collection in this package includes the form and instructions necessary to nominate organizations for the national recognition from IMLS.

Background

The [National Medal for Museum and Library Service](#) is the nation's highest honor for institutions that make significant and exceptional contributions to their communities. Since 1994, IMLS has presented the award to institutions that demonstrate extraordinary and innovative approaches to community service. Recipient institutions typically receive the medal, a monetary award, and are honored at an awards ceremony held virtually when necessary and in person in Washington DC when conditions permit.

2. Purposes and Uses of the Data

The information collected by IMLS is used to validate nominee eligibility, identify and assign reviewers, administer the decision process, and monitor the resulting awards.

3. Use of Information Technology

IMLS is committed to the use of improved information technology to improve the efficiency and effectiveness of its programs, while reducing burden on potential applicants. Applicants can access and complete the National Medals Nomination Form online. Detailed information about the program and the process of selection is available [online](#).

4. Efforts to Identify Duplication

All IMLS externally facing documents are annually reviewed through an internal clearance process, which requires review by different offices within the agency, including the program offices, and the Office of Grants Policy and Management. This annual review process protects against duplication. IMLS complies with the Plain Writing Act of 2010 to provide "clear government communication that the public can understand and use" and regularly employ the [Federal Plain Language Guidelines](#).

5. Method Used to Minimize Burden on Small Businesses

Participation is entirely voluntary. No small businesses are impacted, but some award nominees are from small libraries and museums. Every effort has been made to streamline processes and instructions and to simplify the nomination process. The agency's internal clearance process ensures that no undue burden is placed on any nominee for this award.

6. Consequences of Less Frequent Data Collection

The National Medal for Museum and Library Service could not exist on an annual basis without the information provided in the nomination form.

7. Special Circumstances

None of the listed conditions apply.

8. Consultations Outside the Agency

The 60-day notice for the 2022-2024 National Medal for Museum and Library Service Nomination Form (3137-0097) was published on January 8, 2021 in the Federal Register 86 FR 1536. A 30-day notice requesting comment for the OMB clearance was published in the Federal Register on April 21, 2021 in the Federal Register 86 FR 20742. One comment was received.

IMLS uses several different mechanisms to consult with persons outside the agency about its award program. Contact information for the National Medal Program staff is widely distributed and easily accessible from the IMLS website, and potential nominees are encouraged to contact these experts with any questions or concerns. IMLS hosts an [informational webinar for potential Medal nominees](#), which can prompt questions, feedback, and further interaction. IMLS program staff also travel to or otherwise participate in national, regional, and local meetings both to share information about Medal program requirements and to gather feedback from nominees and winners.

IMLS notes and evaluates all suggestions for revising the content and structure of the Medal form, responding to the invitation for comments found in the 60-Day Notice. Efforts are continually made to shorten and simplify the form and instructions in response to suggestions made by respondents.

9. Payments or Gifts to Respondents

No payments or gifts are provided to any of the respondents.

10. Assurance of Confidentiality

No assurance of confidentiality is provided. Files are subject to FOIA requests and are handled on a case-by-case basis.

11. Justification for Sensitive Questions

There are no questions of a sensitive nature.

12. Estimate of Hour Burden to Respondents

The estimated number of respondents is 175, based on the number nomination forms received in 2021. The estimated average burden per response is 9 hours, with the estimated total annual burden to be 1,575 hours.

13. Estimate of Cost Burden to Respondents

The total annual cost is \$47,407.50 based on 1,575 hours at an average cost per hour of \$30.10, the Bureau of Labor Statistics average mean hourly wage for library and museum staff.

The two cost components for total capital/start-up and operation/maintenance/purchase of services are not applicable.

14. Estimate of Costs to Federal Government

The total annual cost to the Federal Government is \$7,628.25 based on 175 hours at an average cost per hour of \$43.59.

15. Explanation of Change in Burden

The change in burden is due to salary increases and to the increased number of respondents from 2018 to 2021.

16. Statistical Usage

Not applicable.

17. Request to Not Display Expiration Date

Not applicable. The new expiration date will be displayed.

18. Exception to Certification Statement

Not applicable.