



## 2008 Capital District Library Council Award for Outstanding Student Employees in CDLC Libraries

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### **The Award:**

The Capital District Library Council announces the 2008 Award for Outstanding Student Employees in CDLC Libraries. The purpose of this award is to reward excellence among young library workers, both to exemplify the high standards sought in library staff and to encourage investigation of librarianship as a career goal. Winners receive a certificate and token prizes, along with the recognition of their supervisors and peers that their work has been exemplary. It will be appropriate for recipients to note this award on resumes and job applications.

### **Eligibility:**

The student must have completed at least one year of employment in a CDLC library in order to have learned the necessary skills and demonstrated excellence. Selection is made in the spring. Full- and part-time students are eligible. Preference is given to sophomores or juniors at the college and junior college level; and to juniors and seniors at the high school level. The college level recipient may be a senior, but one of the goals of the program is to have the student return to library employment as a recognized role model.

### **Criteria:**

These criteria are not ranked - all are important:

- **Excellent Attendance Record** - shows commitment and dedication as well as time management skills.
- **Outstanding Patron Service Skills and Colleague Interaction** - alert to patron needs; possesses excellent communication skills.
- **Responsibility** - demonstrates professionalism and high standards of performance.
- **Strong Leadership Among Peers** - sets a good example for other student workers; models professional demeanor.
- **Interest and Initiative** - looks for projects; expresses interest in learning about the library profession.

### **Participation Fee:**

Participating institutions pay a fee of \$25 for the first awardee and mentor, covering the cost of certificates and attendance at the reception and presentation of awards. The fee for each additional awardee is \$15. Additional staff members may attend the reception at a fee of \$5 each.

**See Reverse For Details and Schedule**

## **Details and Schedule:**

### **Announcements Sent**

**January 2008**

Information about the program will be sent to library directors and other contacts at CDLC libraries. Packets will include: program fliers for posting and distribution, Program Registration Form, Student Selection Form.

### **Program Fliers Displayed**

**January 2008 – March 2008**

Library supervisors are encouraged to prominently post the flier marked “Attention students working in libraries: Your good work is noticed and rewarded!” where student workers will see it.

### **Library Registration Form Submitted**

**No Later Than February 29, 2008**

Library Registration Form must be filled out and returned with payment to CDLC by **March 2<sup>nd</sup>** to assure institution’s participation.

### **Libraries Evaluate Candidates**

**March 2008**

Supervisors at each participating institution will evaluate their own student workers and decide on their awardees.

### **Student Selection Form Submitted**

**No Later Than March 28, 2008**

Student Selection Form, used to indicate the students selected by each institution, must be filled out and returned to CDLC by **March 28<sup>th</sup>**. Certificates will be prepared by CDLC to be presented at the awards reception.

### **Awards Ceremony and Reception**

**April 10, 2008**

Individual invitations will be mailed to students and staff by CDLC. The event will be held on the afternoon of **April 10<sup>th</sup>** at the CDLC headquarters. Library staff mentors should attend with their students. There will be a brief program followed by the presentation of awards. Photographs will be taken for use in news releases and other publicity.

### **Program Evaluation**

**At Conclusion of 2008 Program**

Supervisory staff at participating libraries will submit an evaluation of the program to CDLC, including suggestions for changes and improvements.

Please consider participating in this event. If you have questions or concerns you may direct them to committee members:

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