

2.18.1. TERM: One year (appointed by the President)

2.18.2. PURPOSE: The purpose of this award is to recognize that school media librarian who has made outstanding contributions to the profession on local, district and state levels.

2.18.3. COMPOSITION: The chairperson will select a committee made up of librarians from across the state, including previous year's winner.

2.18.3.1. The committee will consist of a minimum of three (3) members.

2.18.3.2. Persons serving on any award committee may not nominate or be nominated for that award. If either occurs, that person will resign from that committee.

2.18.4. DUTIES:

2.18.4.1. To study carefully all nominations and make the final selection

2.18.4.2. To keep nominations on file for one year

2.18.4.3. To submit the name of the person selected to the President two (2) weeks before the presentation.

2.18.4.4. The chairperson should prepare a biographical sketch to be presented at the KSMA Fall Conference meal function

2.18.4.5. To notify the Immediate Past-President of the winner to order a plaque for the recipient

Suggestion: 10"x13" double plated gold and black

Presented to

Outstanding School Media Librarian

Presented by

Kentucky School Media Association

Year

2.18.4.6. To notify the publications chair of the recipient's name after the award has been presented

2.18.4.7. To notify the Handbook Chair and the Educational Organization Liaison of the winner

2.18.5. ELIGIBILITY:

2.18.5.1. Any school librarian with at least a Bachelor' s Degree and 19 hours of Library Science

2.18.5.2. An experienced school librarian with at least five (5) years of school service.

2.18.5.3. Must be an active member of KLA-KSMA and local association.

2.18.5.4. A person who has given unselfishly of his time and effort for the advancement of school libraries in Kentucky on both local and state levels

2.18.5.5. This person should take an active part in community life.

2.18.5.6. This should be a person with a personality that demands respect from other librarians, school personnel and the public.

2.18.6. GUIDELINES

2.18.6.1. Any Kentucky school media librarian may submit the name of a fellow librarian who, they think, meets the eligibility requirements.

2.18.6.2. Each nomination should be accompanied by no more than ten (10) letters of recommendation.

2.18.6.3. The nominations should be in the hands of the chairperson by June 1.

2.18.7. EXPENSES:

2.18.7.1. Expense vouchers must be completed, signed, and submitted to the treasurer before any bills can be paid.

2.18.7.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.

2.18.7.3. Any expenses incurred while in office must be submitted for payment at least 10 days prior to the fall KLA meeting. This will enable the treasurer to pay any bills and prepare the books for audit.

2.18.7.3.1. If this deadline cannot be met, a written explanation should accompany a completed and signed voucher and should be submitted to the treasurer prior to the fall KLA/KSMA joint conference.

2.18.7.3.2. Invoices/receipts should be submitted as soon as possible.

2.18.7.4. Travel expenses for members of the Board of Directors and appointees attending KSMA Board of Directors' meeting are allowed at the rate of KLA mileage rate per car for meetings not held in conjunction with workshops or regular annual meetings such as the fall KLA/KSMA joint conference. If the meeting is held 100 or more miles from a member' s home, \$50.00 per night lodging expense is allowed.

2.18.7. FORMS: Application form is available by clicking on Outstanding School Media Librarian at the KSMA website. <http://www.kysma.org>