

UW-Madison Libraries—Staff Service Awards

Committee: There will be a single Library Staff Service Awards Committee for the classified staff, academic staff, and student staff awards. Members will include three classified staff, three academic staff, and a member selected from the Friends of the UW-Madison Libraries Board. The GLS Associate Director for Personnel and Budget will serve as an ex officio member of the Awards Committee. The GLS Director will appoint the Committee from a list of volunteers. Initially, committee members will be appointed for variable terms to insure continuity in the application of policies and procedures. Committee members will serve a maximum term of five years in succession, but may be appointed for more than one term.

Amount of awards: There will be one Classified Staff Service Award, one Academic Staff Service Award, and four Student Staff Service Awards. The amount of the Classified and Academic Staff Awards is \$1000 annually. Student awards will be \$250 (each) annually. Cash awards will be distributed at the time of the awards ceremony and represent taxable income. Funding for the awards will be provided from unrestricted library gifts and endowments. No GPR funding will be used for awards.

Eligibility: Classified and academic nominees must be employed half-time or more for two full years as of the date of the letter soliciting nominations. Student nominees must be registered UW-Madison undergraduate or graduate students, and employed by a campus library for two semesters (a total of at least six months of service). Project, LTE, and non-represented employees are also eligible. An employee can receive the award only once. The awards program includes the staff of all campus libraries of record (list).

Criteria for Library Staff Service Awards

Service is broadly defined to include the performance of work that benefits the internal and external constituencies of the UW-Madison Libraries; assistance to visitors and guests as well as students, faculty, and fellow staff members; innovative and exemplary performance that advances library programs; successful cooperation with other campus agencies; outreach to other libraries, universities, and to the public; and instruction in the use and application of library resources. Seniority and length of service, absent other considerations, are not criteria for granting awards.

The Award is specifically intended to recognize:

Exemplary working relationships with library colleagues and/or library clients.

Contributions to establishing a welcoming learning and research environment.

High-productivity coupled with teamwork, leadership, and/or cooperation.

Creativity, initiative, and independence that positively influences library services.

Achievements and work products that significantly benefit library services.
Nomination Process

A letter announcing the awards program with accompanying criteria and instructions for the nomination process will be distributed at least three months before the awards are given. The library will provide a form with space for a letter of nomination. Two additional supporting letters will be required for the nomination packet and will be forwarded to the Awards Committee for review. The Awards Committee will promptly acknowledge all nominations. The number of nomination letters is not, in itself, a criterion for making the award.

Anonymous letters will not be accepted or reviewed by the Committee.

Members of the Awards Committee may not receive an award.

Committee members must recuse themselves from considering and discussing nominees whom they supervise directly. Such nominees are eligible for review and consideration by the remaining members of the Awards Committee.

Committee decisions can be made by consensus or majority vote.

The Committee may choose to not grant an award or, in the case of student awards, grant less than four awards in a given year.

Ken Frazier, August 16, 2004
amended February 12, 2007