

LOUISIANA ASSOCIATION OF SCHOOL LIBRARIANS
(A Section of the Louisiana Library Association)

NOMINATION

For

THE SUE HEFLEY EDUCATOR OF THE YEAR AWARD

Name of Nominee: _____

Title: _____

School: _____
(or Group of Schools)

Business address: _____

Nominated by: _____

Date: _____ **Signature:** _____

Address: _____

Note: Nominations must be received on or before December 1.

Return all applications (four copies of each) to:

**Louisiana Library Association
Sue Hefley Award Committee
421 South 4th Street
Eunice, LA 70535**

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SUE HEFLEY EDUCATOR OF THE YEAR AWARD
Guidelines for Nominators

(Revised September, 1998)

Nominations may be made by any LASL member.

Guidelines approved by LASL for the nomination statement should be followed.

Any educator, other than a school librarian, is eligible. This includes school superintendents, building principals, curriculum supervisors or administrators directly responsible for a school or group of school at either the elementary, middle, or secondary level.

Nominations should reach the Louisiana Library Association office by the deadline date (December 1).

The attached form should be used with a nomination statement and supporting data.

The nomination statement should include the following:

- Biographical data;
- Administrator's personal statement of library philosophy;
- His/her administrative leadership and effort;
- His/her contribution to the concept of effective school library services;
- His/her success in interpreting the role of the school library in the educational program.

Supportive data must be included in the text of the statement in narrative or tabular form. These may include the following:

Basic information on the school system as a whole, including economic and environmental factors;

The situation at the time the administrator began the program for which he/she is to be cited, contrasted with the current situation;

A clear statement of current commitments and future plans for the improvement of school library services.

The criteria for selecting a school educator for this award shall be:

Effective interpretations of the school library's role to staff, student, boards of education, and community;

Leadership in instituting library policies and practices which result in improvement of curriculum and classroom instruction;

Sustained effort toward worthy concepts of school library service.

Basic information should include the following comparative data:

Administrator's
First Year Last Year

1. Number of schools in the system	_____	_____
2. Number of schools with centralized libraries	_____	_____
3. Average daily membership of all schools in the system	_____	_____
4. Average daily membership of schools with centralized libraries	_____	_____
5. Number of volumes in centralized libraries	_____	_____
6. Number of centralized libraries with audio/visual materials in collections	_____	_____
7. Average per-pupil operational cost per year*	_____	_____
8. Average per-pupil expenditures for library materials per		
Local funds	_____	_____
Federal funds	_____	_____
State funds	_____	_____
Other funds	_____	_____
Totals	_____	_____
9. Number of certified school librarians** in system	_____	_____
10. Number of schools served by certified school librarians**	_____	_____
11. Number of media aides (full-time equivalent) in the system	_____	_____

*Operational costs include administration, instruction, attendance services, health services, pupil transportation services, operation and maintenance of plant, and fixed charges.

**School librarians include persons with at least 18-21 semester hours of training in library science.