

## **LUCY B. FOOTE AWARD**

**SPONSOR:** Subject Specialists Section

**FREQUENCY:** Annual, if merited

**DEADLINE:** December 1<sup>st</sup> of the year prior to the award year.

**PURPOSE:** To alert the library community to the contributions of subject specialists to the library profession; to stimulate interest in the work of the subject specialist. (Award is given in memory of Lucy B. Foote, who made lasting contributions in her two major career interests: Louisiana state documents and special collections.)

**DESCRIPTION:** Engraved plaque of an appropriate material in the shape of state of Louisiana.

**PREREQUISITES:**

1. Must have one or more of the following work experiences:
  - a. in a special library
  - b. in a special collection of a library
  - c. as a subject specialist in a general library
2. Must be a current member of LLA, but not necessarily a member of the Subject Specialists Section
3. Must have made a substantial contribution to the library profession through the field of special librarianship

**EVALUATION CRITERIA:**

1. Nominations shall be in the form of a letter to the awards committee
2. Written nomination should include:
  - a. an outline of the nominee's contributions to the subject specialist field
  - b. a list of all special accomplishments credited to the nominee
3. Nominations and accompanying documentation for candidates not chosen for the award in a given year shall be kept in the committee files for two additional years; the person who made the original nomination must submit a new letter to renew the candidate's nomination for the award.
4. Persons re-nominating a candidate will have an opportunity to provide updated information for the nomination package.

**COMMITTEE COMPOSITION:**

1. Committee chairperson is appointed by the Subject Specialists Section chairperson and should have at least one year's service on this committee.
2. Committee consists of three members appointed by the Subject Specialists Section chairperson; members serve overlapping three-year terms.

3. All committee members must hold current membership in LLA, as well as membership in the Subject Specialists Section.

#### **MAJOR RESPONSIBILITIES:**

1. Prepares a notice for the Summer issue of the *Louisiana Libraries* to solicit nominations
2. Obtains from the Subject Specialists Section chairperson a financial allotment for the committee for the current year.
3. Meets soon after the deadline to review submissions.
4. Notifies the winner and confirms how he or she wishes their name to appear on their plaque, in the press release, and in the awards function program.
5. Notifies the LLA office of the winner's name. The LLA office will obtain the plaque and have it engraved. The year engraved on the Lucy B. Foote Award plaque should reflect the year of the LLA Conference at which the award is presented. For example, if the award is to be presented at the 2001 Conference, the date engraved on the plaque should be "2001."
6. Thirty days prior to the annual conference, coordinates with the First Vice President and chairpersons of the Conference Program and Publicity Committees to make arrangements for the presentation of the award.
7. Thirty days prior to the annual conference coordinates with the First Vice President to ensure that a photo of the recipient is in the display.
8. Coordinates with the Subject Specialists Section chairperson to dedicate the annual section meeting to the award recipient
9. Committee chairperson presents the award at the LLA Conference
10. Prepares a news release announcing the winner; sends release and photo to *Louisiana Libraries* and to the conference publicity chairperson. Ensures that the releases will not be published before presentation of the award.

#### **REPORTS AND RECORD-KEEPING:**

1. An expense statement shall be submitted to the Subject Specialists Section chairperson as soon as possible after conference.
2. Committee chairperson shall submit a written report of the committee's work to the Section chairperson no later than thirty days after the annual conference.
3. Additional oral or written reports may be requested by the Section chairperson
4. Committee chairperson must maintain a complete file of all correspondence, nomination forms, bills, news releases, and clippings; these materials should be forwarded to the succeeding committee chairperson