

MARGARET T. LANE AWARD

SPONSOR: Government Documents Round Table

FREQUENCY: Annual when merited.

DEADLINE: December 1st of the calendar year prior to the award year.

PURPOSE: To recognize an individual or organization that has made an especially significant contribution in advancing access to, or use of government information in Louisiana.

DESCRIPTION:Engraved plaque.

EVALUATION CRITERIA:

Nominees must be characterized by two or more of the following:

1. Actively participates in organizations devoted to the promotion and enhancement of access to government information.
2. Fosters the use of government information.
3. Has impacted the use of government information through research and publication, the implementation of new programs and services, or other means.
4. Serves as a model for other librarians in providing access to government information.

NOMINATION:

1. Nominations must be submitted to the Chair of the Award Committee in the form of a letter.
2. Nominations should include:
 - a. The name, work address, phone number, and e-mail address (if available) of the nominee.
 - b. A detailed outline of the reasons for the nomination.
 - c. Citations to relevant articles, or other supporting documentation.
3. Nominations and accompanying documentation for candidates not chosen for the award in a given year shall be kept in the Committee files until the following year.
4. In order to renew a nomination for the following year a new letter and updated information about the nominee must be submitted.

COMMITTEE COMPOSITION:

1. The GODORT Second Vice-Chair serves as Chair of the Award Committee.
2. The Award Committee consists of the Committee Chair and two members appointed by the GODORT Chair.
3. All committee members must hold current membership in LLA, as well as section membership in GODORT.

MAJOR RESPONSIBILITIES:

1. Prepares a notice for the Summer issue of the *Louisiana Libraries* to solicit nominations.
2. Obtains from the GODORT Chair a financial allotment for the Committee for the current year.
3. Meets soon after the deadline to review submissions.
4. Determines if an award is merited. (An award should only be given to recognize especially significant contributions.) If so, notifies the section Chair and the winner.
5. If an award is given, selects, orders, and engraves the plaque with the following:

Louisiana Library Association
Government Documents Round Table

The (year) Margaret T. Lane Award

Presented to: (Recipient's Name)
6. Coordinates with the GODORT Vice Chair/Chair Elect to arrange for presentation of the award at the LLA Conference.
7. Prepares a news release announcing the winner; sends release and photo (if available from winner) to the *Louisiana Libraries* and to the conference publicity chairperson. Ensures that the release will not be published before presentation of the award.
8. Committee Chair presents the award at a GODORT meeting during the LLA Conference.

REPORTS AND RECORD-KEEPING

1. An expense statement shall be submitted to the GODORT Chair as soon as possible after the LLA conference.
2. The Committee Chair shall submit a written report of the committee's activities to the GODORT Chair no more than 30 days after the LLA conference.
3. The Committee Chair must maintain a complete file of all correspondence, nomination forms, bills, news releases, and clippings; these materials should be forwarded to the succeeding Committee Chair.