



Georgia School Library Media Specialist of the Year

Sponsored by

Georgia Association for Instructional Technology (GAIT)

Georgia Library Media Association (GLMA)

The two state school library media professional organizations, GAIT and GLMA, co-sponsor the Georgia School Library Media Specialist of the Year Award to recognize K-12 library media specialists whose services have resulted in exemplary library media programs.

Rules and Procedures:

1. Nominees must be currently assigned to a building level library media center, have three or more years of experience as a library media specialist, and be a member of one of the sponsoring organizations.
2. Any member of the LMSOTY Committee who is nominated for the award must resign from the committee but not from the Board of Directors. Any member(s) of the governing board who is/are nominated for the award shall abstain from voting on matters related to the award during their term of office. Therefore, current members of the GAIT & GLMA Board of Directors are eligible for the award.
3. Administrators, teachers, parents or other library media specialists may submit nominations for System Level Library Media Specialist of the Year to the School System Library Media Committee.
4. The School System Library Media Committee will review the nominations and select a Library Media Specialist of the Year to recognize and honor at the system level and will also handle local recognition in the news media. System level selection has to be completed and postmarked to the GLMA office by **April 1, 2007**.
5. Each GLMA district chair will convene a committee to review the system level applications in order to select a district winner by May 15. A state LMSOTY winner will be chosen from these district winners. The winner will be selected by the LMSOTY Committee.
6. This state winner will be announced at the 2007 Georgia Council of Media Organizations (GaCOMO) conference. All district winners, as well as the state winner, along with their enablers, will be recognized and presented awards at the GaCOMO general session. Each DMSOY should plan to be at the GaCOMO conference where awards are given and the state winner is announced. All district winners are encouraged to attend the conference.
7. District chairs are encouraged to make nominations from within the district, especially if there are few nominees. The district chair or his/her delegate should see that area newspapers are notified of the selection of this person.

Application Form:

(See appendix for format.) Incomplete applications will not be judged. The entire application may not exceed seven (7) pages and must consist of:

1. **A one page cover sheet.** See the attached cover sheet in appendix.
2. **A one page biographical sheet** (Vita or résumé) which can be single-spaced. See the attached sample for suggested formatting. The biographical sheet must not exceed one page.
3. **A written narrative**, not to exceed three (3) double-spaced pages, which discusses the philosophy of your library media program with supporting examples and specific evidence (see judging criteria below). The narrative must not exceed three double-spaced pages. Font size must be size 11 or greater. Margins must be at least one inch on all sides. See the attached sample for proper formatting.
4. **One letter of recommendation** written by the person placing the nomination which may come from a teacher, parent, administrator, or fellow library media specialist. The letter must not exceed one page.
5. **A statement about your enabler** providing the name, position, address, email address, and telephone number of the person who has been most professionally influential in enabling you to establish an exemplary library media program. An enabler is an individual who, more than anyone else enables the library media specialist to provide an exemplary program. Because exemplary school library media programs do not exist in isolation but are the heart of the instructional program, there is an individual who stands out as enabling the library media specialist to provide an exemplary program. Write a one-paragraph rationale of your selection.
6. **Proof of membership in GAIT or GLMA** by attaching a copy of a current membership card from either organization to the nomination. (This does not count as one of the seven required pages.)

Judging Criteria:

The Library Media Specialist of the Year Award is awarded for individual excellence in the library media field through service to students, teachers, and community at the K-12 levels. Examples of each of the following must be cited in the application and will be the criteria used for judging:

- Leadership role through staff development, committee involvement, or professional advocacy
- Involvement in professional organizations
- Promotion of information technology utilization and literacy
- Promotion of reading and literature
- Involving parents and/or the community in the library media program as partners
- Working collaboratively with the educators in your building
- Innovative techniques used in your library media program
- Deliberate and ongoing professional development as a learner which is relevant to media services

Prizes for Recipients:

- a. **System Level Recipients** – Prize determined by each local school system
- b. **District Level Recipients** - \$50.00, a plaque, and a certificate for each enabler (All will be presented by the state organizations at GaCOMO)
- c. **State Level Recipient** - \$200.00, a plaque, a one-year membership to GAIT and GLMA, and a certificate for the recipient's enabler (presented at GaCOMO).

Submitting applications:

Each System Library Media Committee should mail one complete application package postmarked to the GLMA office below by **April 1, 2007**

LMSOTY Chair

GLMA, Inc.

487 Winn Way, Suite 100

Decatur, GA 30030

Library Media Specialist of the Year Cover Sheet

Include this cover sheet with your packet

Your Name: _____

Name of your School: _____

School Address: _____

County in which your school is located: _____

GLMA District in which your school falls: _____
(See GLMA District Map located at www.glma-inc.org)

LMSOTY Checklist:

Have you included:

- ___ 1. Proof of membership in GAIT or GLMA for current year
- ___ 2. A letter of nomination/recommendation
- ___ 3. One page biographical sheet
- ___ 4. A statement about your enabler
- ___ 4. Written Narrative (3 pages)
- ___ 5. Six copies of entire application including this cover sheet

Do not write in this box. This box is for the LMSOTY Chair only:

Current Membership in GAIT or GLMA has been verified:

GAIT: _____ Year: _____

GLMA: _____ Year: _____

Appendix

[Suggested Format for Biographical Sheet - Not to exceed one (1) page – May be single-spaced]

NOMINEE'S NAME
Nominee for XYZ County School System
2007 Library Media Specialist of the Year
Biographical Sheet

Home Address
Phone Number

School Address
Phone Number
Principal's Name

School System
Superintendent's Name
School Level
Size

XYZ County School System

(Elementary, Middle, or High)
(Number of students)

Educational Background

Personal and Professional Achievements/Honors/Leadership Roles:

Appendix

[Format for written narrative - Not to exceed three (3) double-spaced pages]

NOMINEE'S NAME
Nominee for XYZ County School System
2007 Library Media Specialist of the Year
Written Narrative

Discuss the philosophy of your library media program as it relates to the following items citing examples as evidence:

Leadership role through staff development, committee involvement, or professional advocacy (cite examples)

Involvement in professional organizations (cite examples)

Promotion of information technology utilization and literacy (cite examples)

Promotion of reading and literature (cite examples)

Involving parents and/or the community in the library media program as partners (cite examples)

Working collaboratively with the educators in your building (cite examples)

Innovative techniques used in your library media program (cite examples)

Deliberate and ongoing professional development as a learner which is relevant to media services (cite examples)

Name: _____

Judging Criteria for the Library Media Specialist of the Year Award

As a judge, you are looking for evidence that the following seven categories have been met. This should be evident in the letter of nomination, their resume, or their narrative. Look for examples cited in any of these three. This is their evidence of fulfilling these judging categories. If an applicant is providing only their philosophy of involving parents and community as partners, for example, and not citing any examples of how they have accomplished this, he/she should received a score of 1 in this category. A score of five designates going above and beyond what is expected in normal media program. You will need to judge what constitutes going above and beyond the norm when scoring in each category.

(Assign points from one to five, with 1 being the lowest and 5 being the highest)

Judging Criteria	1 (no evidence)	2	3	4	5 (exemplary evidence)
1. Leadership role through staff development, committee involvement, or professional advocacy					
2. Involvement in professional organizations and networking					
3. Promotion of information technology utilization and literacy					
4. Promotion of reading and literature					
5. Involving parents and the community in the library media program as partners					
6. Working collaboratively with educators in the school					
7. Innovative techniques used in the library media program					
8. Ongoing professional development and learning relevant to media services					
Totals	1 x ____	2 x ____	3 x ____	4 x ____	5 x ____

Total Score: