

DOCUMENT RESUME

ED 445 680

IR 057 890

TITLE Montana Public Library Recognition Program for Library Staff Members, Trustees, and Volunteers Manual.

INSTITUTION Montana State Library, Helena.

PUB DATE 1999-07-00

NOTE 12p.

PUB TYPE Guides - Non-Classroom (055)

EDRS PRICE MF01/PC01 Plus Postage.

DESCRIPTORS Evaluation Criteria; *Library Personnel; *Public Libraries; *Recognition (Achievement); *Trustees; *Volunteers

IDENTIFIERS Montana

ABSTRACT

This manual for the Montana public library recognition program for library staff members, trustees, and volunteers includes the following sections: (1) goals of the recognition program; (2) criteria for recognition; (3) categories for recognition, including criteria for library staff members, trustees, and volunteers; (4) the recognition program form; (5) a sample certificate form; and (6) extra copies of the recognition program forms. (MES)

Reproductions supplied by EDRS are the best that can be made
from the original document.

**Montana Public Library Recognition Program for
Library Staff Members, Trustees, and Volunteers
Manual**

BEST COPY AVAILABLE

PERMISSION TO REPRODUCE AND
DISSEMINATE THIS MATERIAL HAS
BEEN GRANTED BY

D.M. Gunderson

TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC)

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)

This document has been reproduced as
received from the person or organization
originating it.

Minor changes have been made to
improve reproduction quality.

• Points of view or opinions stated in this
document do not necessarily represent
official OERI position or policy.

JK

**MONTANA
PUBLIC LIBRARY
RECOGNITION PROGRAM
FOR
LIBRARY STAFF MEMBERS,
TRUSTEES,
AND VOLUNTEERS
MANUAL**

**MONTANA STATE LIBRARY
P.O. BOX 201800
HELENA MT 59620-1800**

TABLE OF CONTENTS

I.	MONTANA PUBLIC LIBRARY RECOGNITION PROGRAM FOR LIBRARY STAFF MEMBERS, TRUSTEES, AND VOLUNTEERS	
A.	GOALS OF THE RECOGNITION PROGRAM.....	3
B.	CRITERIA FOR RECOGNITION	3
C.	CATEGORIES FOR RECOGNITION.....	4
1.	LIBRARY STAFF MEMBERS	4
2.	TRUSTEES	4
3.	VOLUNTEERS.....	4
D.	RECOGNITION PROGRAM FORM.....	5
E.	CERTIFICATE SAMPLE FORM	6
F.	EXTRA COPIES OF RECOGNITION PROGRAM FORMS.....	7

CERTIFICATION CONTACT:

DIANE GUNDERSON
DATA COORDINATOR
1-800-338-5087 [in MT]
406-444-5349
dgunderson@state.mt.us

**I. MONTANA PUBLIC LIBRARY RECOGNITION PROGRAM
FOR LIBRARY STAFF MEMBERS, TRUSTEES, AND VOLUNTEERS**

A. GOALS OF THE RECOGNITION PROGRAM

The overall goal of the recognition program is to provide a way for librarians, library boards of directors, Federations, or the Montana Library Association to recognize library staff members, trustees, and volunteers who have made significant contributions to their public library.

The goals of the recognition program are:

1. to motivate library staff members, trustees, and volunteers to develop library skills through basic and continuing education and to play an active role in their library;
2. to recognize library staff members, trustees, and volunteers for hours/years of library service;
3. to recognize library staff members, trustees, and volunteers for special achievements;
4. to recognize library staff members, trustees, and volunteers who, on a continuing basis, update their knowledge and skills in order to provide better library services to their communities; and
5. to enhance the image of public libraries.

B. CRITERIA FOR RECOGNITION

The broad criteria for recognition will be:

1. hours/years of library service; or
2. special achievements including publications.
3. library workshops, conferences, seminars, and training courses given and/or attended;
4. participation in library organization activities such as Federation or Montana Library Association meetings; and
5. continuing education activities such as independent study, home study, and/or credits earned in library related courses.

The Montana State Library recognizes the submitted library staff member, trustee and/or volunteer by giving this person a congratulation letter from the Montana State Librarian, a Certificate of Award, and a Recognition Pin.

C. CATEGORIES FOR RECOGNITION

The categories for recognition will be:

1. Library Staff Members

- a. years of service; or
- b. contact hours for continuing education activities supported by written documentation for every 20 hours; or
- c. special projects, activities, or achievements.

2. Trustees

- a. participation in state legislative activities; or
- b. special projects, activities, or achievements; or
- c. continuing education activities; or
- d. active participation in Federation activities; or
- e. years of distinguished service.

3. Volunteers

- a. hours of service with a minimum of 300 hours; or
- b. contact hour credits for continuing education activities supported by written documentation for every 10 hours; or
- c. special projects, activities, or achievements.

D. RECOGNITION PROGRAM FORM

Directions: To recognize a library staff member, trustee, and/or a volunteer who has made a significant contribution to your public library, complete all the sections of this form and the Certification Sample Form. Please type or print using black ink. If you have any questions about the forms, call 406-444-5349 or 1-800-338-5087 [in MT]. Send the completed forms to: MONTANA PUBLIC LIBRARY RECOGNITION PROGRAM, MONTANA STATE LIBRARY, PO Box 201800, HELENA MT 59620-1800.

PERSON TO BE RECOGNIZED		
Name:		
Last	First	Middle Initial
Mailing Address:		

POSITION OF RECOGNITION: <input type="checkbox"/> LIBRARY STAFF MEMBER <input type="checkbox"/> TRUSTEE <input type="checkbox"/> VOLUNTEER

CONTRIBUTION DESCRIPTION: Describe what this person has done to make a significant contribution to your public library. Also fill in the information need on the Certification Sample Form on page 7. Attach a continuation sheet if necessary.
--

CONTRIBUTION DATES: From: _____ To: _____
LOCATION:

Submitted by:	
Name:	
Address:	Telephone:
Position:	E-Mail:
Signature:	Date:

E. CERTIFICATE SAMPLE FORM

Fill in the appropriate information needed on the certificate and return with the Recognition Program Form.



Helena, Montana

CERTIFICATE OF AWARD

This Certifies that

is commended for

This award is granted as a testimonial of the above accomplishments.

Signed: _____
Montana State Librarian
Montana State Library
Helena, Montana

Signed: _____
Chairperson
Montana State Library
Commission

Date: _____

F. RECOGNITION PROGRAM FORM

EXTRA COPY

Directions: To recognize a library staff member, trustee, and/or a volunteer who has made a significant contribution to your public library, complete all the sections of this form and the Certification Sample Form. Please type or print using black ink. If you have any questions about the forms, call 406-444-5349 or 1-800-338-5087 [in MT]. Send the completed forms to: MONTANA PUBLIC LIBRARY RECOGNITION PROGRAM, MONTANA STATE LIBRARY, PO Box 201800, HELENA MT 59620-1800.

PERSON TO BE RECOGNIZED		
Name:		
Last	First	Middle Initial
Mailing Address:		

POSITION OF RECOGNITION: <input type="checkbox"/> LIBRARY STAFF MEMBER <input type="checkbox"/> TRUSTEE <input type="checkbox"/> VOLUNTEER

CONTRIBUTION DESCRIPTION: Describe what this person has done to make a significant contribution to your public library. Also fill in the information need on the Certification Sample Form on page 7. Attach a continuation sheet if necessary.
--

CONTRIBUTION DATES: From: _____ To: _____
LOCATION:

Submitted by:	
Name:	Telephone:
Address:	
Position:	E-Mail:
Signature:	Date:

F. CERTIFICATE SAMPLE FORM

EXTRA COPY

Fill in the appropriate information needed on the certificate and return with the Recognition Program Form.



Helena, Montana

CERTIFICATE OF AWARD

This Certifies that

is commended for

This award is granted as a testimonial of the above accomplishments.

Signed:

Montana State Librarian
Montana State Library
Helena, Montana

Signed:

Chairperson
Montana State Library
Commission

Date:



U.S. Department of Education
Office of Educational Research and Improvement (OERI)
National Library of Education (NLE)
Educational Resources Information Center (ERIC)



REPRODUCTION RELEASE

(Specific Document)

I. DOCUMENT IDENTIFICATION:

Title: MONTANA PUBLIC LIBRARY RECOGNITION PROGRAM MANUAL	
Author(s): MONTANA STATE LIBRARY	
Corporate Source: MONTANA STATE LIBRARY	Publication Date: JULY 1999

II. REPRODUCTION RELEASE:

In order to disseminate as widely as possible timely and significant materials of interest to the educational community, documents announced in the monthly abstract journal of the ERIC system, *Resources in Education* (RIE), are usually made available to users in microfiche, reproduced paper copy, and electronic media, and sold through the ERIC Document Reproduction Service (EDRS). Credit is given to the source of each document, and, if reproduction release is granted, one of the following notices is affixed to the document.

If permission is granted to reproduce and disseminate the identified document, please CHECK ONE of the following three options and sign at the bottom of the page.

The sample sticker shown below will be affixed to all Level 1 documents

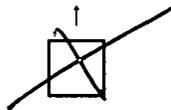
PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

_____ Sample _____

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

1

Level 1



Check here for Level 1 release, permitting reproduction and dissemination in microfiche or other ERIC archival media (e.g., electronic) and paper copy.

The sample sticker shown below will be affixed to all Level 2A documents

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL IN MICROFICHE, AND IN ELECTRONIC MEDIA FOR ERIC COLLECTION SUBSCRIBERS ONLY, HAS BEEN GRANTED BY

_____ Sample _____

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

2A

Level 2A



Check here for Level 2A release, permitting reproduction and dissemination in microfiche and in electronic media for ERIC archival collection subscribers only

The sample sticker shown below will be affixed to all Level 2B documents

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY

_____ Sample _____

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

2B

Level 2B



Check here for Level 2B release, permitting reproduction and dissemination in microfiche only

Documents will be processed as indicated provided reproduction quality permits.
If permission to reproduce is granted, but no box is checked, documents will be processed at Level 1.

I hereby grant to the Educational Resources Information Center (ERIC) nonexclusive permission to reproduce and disseminate this document as indicated above. Reproduction from the ERIC microfiche or electronic media by persons other than ERIC employees and its system contractors requires permission from the copyright holder. Exception is made for non-profit reproduction by libraries and other service agencies to satisfy information needs of educators in response to discrete inquiries.

Sign here, →
ease

Signature: <i>Diane M. Gunderson</i>	Printed Name/Position/Title: DATA COORDINATOR	
Organization/Address: MONTANA STATE LIBRARY PO BOX 201800 HELENA, MT 59620-1800	Telephone: 406.444.5349	FAX: 406.444.5612
	E-Mail Address: <i>dgunderson@state.mt.us</i>	Date: 07-24-00



(over)

III. DOCUMENT AVAILABILITY INFORMATION (FROM NON-ERIC SOURCE):

If permission to reproduce is not granted to ERIC, or, if you wish ERIC to cite the availability of the document from another source, please provide the following information regarding the availability of the document. (ERIC will not announce a document unless it is publicly available, and a dependable source can be specified. Contributors should also be aware that ERIC selection criteria are significantly more stringent for documents that cannot be made available through EDRS.)

Publisher/Distributor:
Address:
Price:

IV. REFERRAL OF ERIC TO COPYRIGHT/REPRODUCTION RIGHTS HOLDER:

If the right to grant this reproduction release is held by someone other than the addressee, please provide the appropriate name and address:

Name:
Address:

V. WHERE TO SEND THIS FORM:

Send this form to the following ERIC Clearinghouse:

However, if solicited by the ERIC Facility, or if making an unsolicited contribution to ERIC, return this form (and the document being contributed) to:

ERIC Processing and Reference Facility
4483-A Forbes Boulevard
Lanham, Maryland 20706

Telephone: 301-552-4200
Toll Free: 800-799-3742
FAX: 301-552-4700

e-mail: ericfac@inet.ed.gov

WWW: <http://ericfac.piccard.csc.com>