

**Procedure Manual**  
**Honors & Awards Committee**  
**Southern Chapter/Medical Library Association**  
Updated December 2008

**Committee**

The SC/MLA Chair appoints the Chair of the committee. The committee Chair then appoints 7 members of the committee – one from each state. Each committee member is asked to serve 3 years.

**Awards & Honors**

The awards for which the committee is responsible are

- Honorary Membership
- Academic Librarian of the Year
- Martha C. Watkins Scholarship
- Annual Meeting Scholarship Award (First Time Attendee Scholarship)

[Responsibility for the T. Mark Hodges Outstanding Service Award, initially assigned to the chapter chair and a jury which is a subcommittee of the Southern Chapter Executive Board, will continue to be the responsibility of the chair and the Executive Board for the time being, with this process subject to reconsideration in a few years – see Executive Board minutes from 11/13/07.]

Procedures for applying for these awards are outlined on the SC/MLA Grants web page at <http://www.scmla.org/grants.htm>. (See also guidelines for awards attached toward the end of this document.)

**General Timeline of Activities for the Chair**

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|-------------------|--|
| November-December | Form committee – Chapter chair should send updated lists of committee vacancies and current appointments, as well as potential committee members from membership committee lists by December.<br>Ensure that previous year award winner names are listed on SC/MLA Past Award Winners web page at <a href="http://www.scmla.org/pastawa.htm">http://www.scmla.org/pastawa.htm</a><br>Ensure that procedures, names, contact info for applying for awards are correct on the SC/MLA Grants web page |
| January-July      | Solicit nominations for awards. Most award nominations will be due June 1 <sup>st</sup> with the exception of Honorary Membership (nominations due April 10). See Procedures below for call for nominations suggested wording.   |

Early April	Send out reminder message(s) for nominations.
April-May	Submit mid-year committee report to SC/MLA Chair Select Honorary Member(s) to recommend to Executive Board at MLA Annual Meeting (must be approved by Exec. Board) Request to be notified of retirees
August	Check membership status of all nominees Committee votes on nominees
September	Work with SC/MLA Chair on notifying honorees Have plaques and certificates made and frame latter
Annual Meeting	Submit year-end committee report to SC/MLA Chair Bring plaques and certificates to annual meeting so the SC/MLA Chair or SC/MLA H&A Chair can present them at the business meeting
October-November	Evaluate complete file of SC/MLA Academic Medical Librarian of the Year from previous year within the H&A Committee. If the award winner meets those of MLA Estelle Brodman Award, the chair will send complete nomination packet to MLA HQ for consideration for MLA Estelle Brodman Award by November 1 <sup>st</sup> deadline  Submit receipts for plaques, certificates and frames to SC/MLA Bookkeeper
December	Update manuals, submit web page changes to web person Pass all needed materials to new Chair of H&A Committee

## **Procedures & Deadlines**

The Chair calls for nominations for the awards anytime after January 1<sup>st</sup>. Calls and reminders for nominations can go out as often as necessary. A sample email calling for nominations follows:

The Honors and Awards Committee is accepting nominees for the following awards:

SC/MLA Honorary Membership  
SC/MLA Academic Librarian of the Year Award  
The Martha C. Watkins Scholarship  
SC/MLA First Time Attendee Scholarship

Please go to <http://www.scmla.org/grants.htm> to get the criteria and procedures for these honors and awards.

An April 10<sup>th</sup> deadline for honorary member nominations allows the H&A Committee to deliberate before sending its recommendations to the SC/MLA Executive Board for approval at the latter's business meeting at MLA in May. A June 1 deadline for all other awards allows the H&A Committee to vote and the honorees to be notified before the registration deadline for SC/MLA's annual meeting.

## **Voting**

There is no set procedure or ranking sheet for voting on the nominees. A procedure that has worked well is to send each member of the committee the paperwork submitted for each award and a paper or electronic ballot. (Email discussion and voting is allowed.) In the absence of consensus on the awards, a conference call with the committee can be arranged.

The SC/MLA Chair is informed of the voting results. He/she contacts the honorees and invites them to the annual meeting to accept their awards.

## **Plaques & Certificates**

The Chair of this committee is responsible for having plaques and framed certificates made for the following awards. Receipts for the cost of the plaques and frames are sent to the SC/MLA bookkeeper. The bookkeeper will reimburse whoever paid for the plaques and frames.

Plaques are made for  
Academic Librarian of the Year  
Honorary Membership

Sample wording for plaques:

Honorary Membership 2007

Presented to  
Dixie Fulton Williamson

In Recognition of  
Valuable Contributions to SC/MLA

By the Southern Chapter  
of the  
Medical Library Association

October 20, 2007

Academic Librarian of the Year 2007

Presented to  
Elizabeth Connor

In Recognition of  
Significant Contributions  
to  
Medical Library & Information Services

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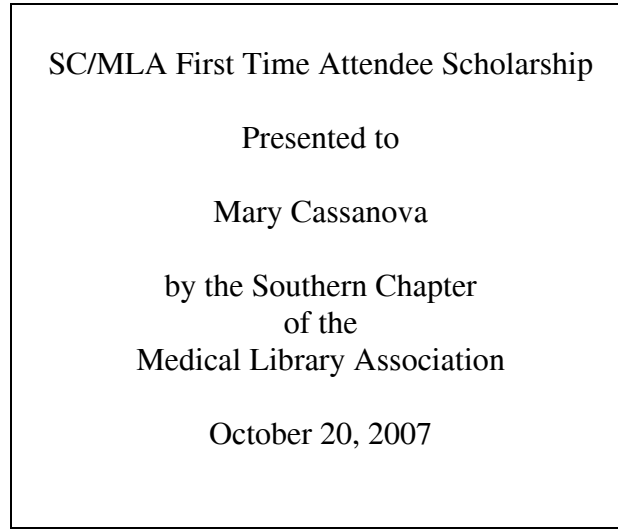
by the Southern Chapter  
of the  
Medical Library Association

October 20, 2007

Framed certificates are made for  
First Time Attendee Scholarship  
Martha C. Watkins Memorial Scholarship

The certificate should be 60# weight, parchment natural color, acid-free (available at most office supply stores).

Sample wording for a framed certificate:



### **Retirees**

An e-mail should be sent to the SC/MLA membership requesting notification of any of our members who have retired during the past year. Suggested wording for the email is as follows:

The SC/MLA Honors & Awards Committee would like to acknowledge the contributions to the organization and the profession of any SC/MLA member (including yourself!) who has retired during the period from November 2007 to November 2008.

Please send by this Friday, September 28, 2008 as much of the following information as you can:

- The person's name
- The position and organization from which s/he has retired
- How long that person has been a librarian

Thank you!

A list of these retirees should be sent to the SC/MLA Chair so that they may be recognized during the business meeting at the annual meeting. The Editor of the Southern Chapter newsletter may request this information, along with interesting detail such as the last employer and length of time as librarian.

### **Decrees**

An e-mail should be sent to the SC/MLA membership requesting notification of any of our members who have passed away during the past year. Suggested wording for the email is as follows:

As a means of keeping up with and acknowledging milestones in the lives of our members, the SC/MLA Honors & Awards Committee would appreciate any information on the deaths of any Southern Chapter members in the past year.

Thank you for your assistance.

### **Committee Reports**

Two committee reports are prepared during the year. The first mid-year report is submitted to the SC/MLA Executive Committee prior its meeting at MLA. The second report is prepared in October for presentation at the SC/MLA annual meeting. Examples of these reports are on the SC/MLA website (<http://www.scmla.org/honors.htm>).

### **MLA Estelle Brodman Award**

The person who is honored with the SC/MLA Academic Librarian of the Year award will be nominated for the MLA Estelle Brodman Award for the Academic Medical Librarian of the Year for the following only if she/he meets the Brodman criteria. The SC/MLA H&A Committee Chair is responsible for calling a motion within the SC/MLA H&A Committee members. If the motion passes, the chair is responsible for submitting all required nomination and support materials to MLA HQ. Procedures for making the nomination can be found at (<http://mlanet.org/awards/honors/>). The deadline for this nomination is by November 1.

### **Ongoing Activities**

The Chair of the committee is to keep the list of honorees current on the SC/MLA Web site (<http://www.scmla.org/pastawa.htm>). This list should be sent to the chapter web person.

This procedure manual should be updated and edited as needed.

### **SC/MLA Honorary Membership**

The following criteria will be used in the selection of those awarded the distinction of Honorary Member.

1. The Southern Chapter of the Medical Library Association shall present Honorary Membership to any member who, upon retirement from active service has made significant and consistent contributions to the Southern Chapter or to the profession, and who holds a current membership in the Chapter at the time of retirement. Honorary membership shall also be awarded to SC/MLA members who have been made MLA Fellows. In another word, the MLA Fellows have to be SC/MLA members when they were made MLA Fellows.
2. Significant contributions to the chapter may be defined as serving in elected or appointed offices, on chapter committees, or in developing chapter meetings. Significant contributions to the profession may be at the local, chapter, regional, or national level, and may include, but are not limited to publications, presentations, cooperative programs, or project development.
3. Nominations for Honorary Membership shall be submitted by any member of the Southern Chapter to the Honors and Awards Committee. Nominations shall be accompanied by a summary statement of the nominee's qualifications and a curriculum vita.

The Honors and Awards committee will review those nominated and submit their recommendations to the Executive Committee for discussion and approval at the Executive Committee's meeting held in conjunction with MLA.

**The deadline for application is April 10.**

Submit recommendations to the **Chair of the Honors and Awards Committee.**

### **SC/MLA Annual Meeting Scholarship Award (First Time Attendee Scholarship)**

The Honors and Awards Committee of SC/MLA is pleased to announce the First Time Attendee(s) Scholarship. Funding is designed to pay for registration, travel, accommodation, meals and one (1) CE course.

In order to be considered for the First Time Attendee(s) Scholarship, please see criteria delineated below:

Required Criteria:

Applicant must:

- Be a current SC/MLA member in good standing.
- Has not previously attended an SC/MLA annual meeting.
- Answer the question: "What do you expect to gain professionally and/or personally by attending the SC/MLA annual meeting?"
- Attach a letter of support from an administrator demonstrating a genuine need for financial aid due to lack of institutional travel support or adequate salary support.
- Register for, and complete one (1) CE Course.
- Attend all sessions of the SC/MLA's Annual Meeting including the business meeting.
- After the meeting, submit a brief (250-300 word) report about the meeting. This report will be published in Southern Expressions.
- Attach a final expense report to the above-mentioned report. Conference registration and CE registration for one course will be waived. The expense report should include receipts for travel, accommodation and meals.

Scholarships will be limited to one person per institution per year. The amount awarded is up to \$1000, which includes conference and CE registration and may be divided among more than one recipient per year. Due to IRS rules, the amount paid to an individual within a calendar year should be less than \$500. Therefore, it is suggested that the First Time Attendee recipient submit his or her registration for the conference to the chapter bookkeeper for direct payment by the chapter for that portion of expenses rather than requesting reimbursement for registration along with his or her other expenses after the conference.

The Honors and Awards Committee will have the responsibility for deciding whether applicants meet the criteria and for awarding the scholarships.

Deadline: Application must be postmarked by **June 1**, and sent to the **chair of the Honors and Awards Committee**.

## **SC/MLA Academic Librarian of the Year Award**

The SC/MLA Academic Librarian of the Year Award was established in 1998, and the first award was presented in 1999. A \$250 award will be given to the Academic Librarian winner.

In order to be considered for the SC/MLA Academic Librarian of the Year, please see criteria delineated below:

Required Criteria:

Nominee must:

- Have worked in an academic health library setting for five years
- Be a member of the SC/MLA member in good standing.
- Have demonstrated excellence in research, instruction, and or service in health librarianship

Deadline: Application must be postmarked by **June 1**, and sent to the **chair of the Honors and Awards Committee**.

### **SC/MLA Martha C. Watkins Memorial Scholarship**

Martha C. Watkins Memorial Scholarship was established in 1996 to honor Martha Watkins who was not only a founding member of the Southeastern Conference of Hospital Librarians (SCHL), but also a friend and mentor to a generation of hospital and other health sciences librarians in the South.

She spent many years educating hospital library managers, instructing student and staff users of library services, and providing information to rural and underserved healthcare personnel. The scholarship was begun with SCHL's treasury after the organization disbanded in 1995. Application and procedures and qualifications for the scholarship are as follows:

**POLICY:** Applicants must be current Southern Chapter members, who work in a hospital library and who want to take a course or workshop at the Southern Chapter annual meeting. The amount awarded will not exceed \$500.00, and can be used to defray any expenses necessary for the fulfillment of the course (tuition, travel, etc).

#### **GOALS:**

- To help Southern Chapter members gain skills and knowledge needed to improve their roles in providing optimum patient care.
- To support participation in professional opportunities which might not otherwise be available because of lack of funds.
- To enhance the role of hospital librarians in maintaining their cutting-edge managerial skills in the face of changing social forces which affect hospitals.
- To promote the sharing of knowledge gained with other hospital librarians in consortia or other cooperative relationships.

**APPLICATION:** Application form for this award is available at (<http://www.scmla.org/forms/momform.pdf>)

Note: As of 2007, the chair of the SC/MLA Hospital Librarians Section shall be an ex officio member of the Martha Watkins Scholarship jury – see the minutes from the SC/MLA Executive Board for 11/13/07.

**DONATE:** A donation form for the scholarship is available online at (<http://www.scmla.org/docs/2005momdon.pdf>)

Deadline: Application must be postmarked by **June 1**, and sent to the **chair of the Honors and Awards Committee**.