



# Librarian of the Year Application Guidelines

Online submission is required at [vaasl.org/school-librarian-of-the-year-award](http://vaasl.org/school-librarian-of-the-year-award). File submission includes uploading a completed copy of the application and supporting documents. Applicants must be current VAASL members.

**Submission Deadline: January 31st, 11:59 PM**

## What is the Librarian of the Year Award?

This award recognizes outstanding Virginia school librarians. Applicants from each of the seven VAASL regions will be evaluated by a committee. A regional winner may be selected and announced at the spring conference. Each of the regional winners will have their applications evaluated by a panel that will choose the final statewide Librarian of the Year winner.

## Application Components

### Librarian Information

- Librarian Name
- VAASL Region
- School Division
- School Name
- School Address

- Work Phone
- Email
- Home Phone
- College University where school librarianship coursework was completed

## Experience

Include basic resume information related to work experience.

## Professional Activities

Include a list of related professional activities and experiences.

## Three Letters of Support

Include one letter from an administrator, and two additional of the applicant's choosing such as coworkers, a school parent, or a student.

## Narrative

What do you specifically do to promote your role as a school librarian? Address the five responsibilities of a school librarian (Teacher, Instructional Partner, Leader, Information Specialist, Program Administrator).

The narrative should be no more than 3 pages long with 1-inch margins and a 12-point font.

## Format Required

Download the Librarian of the Year Application. Use the framework for completing the application. Upload final copies as a PDF file. The application and supporting documents should be uploaded as one file. These can be exported from most word-processing software.

## Rubric

Bulleted items listed are suggestions are not required. Look for evidence of these indicators or things like them in the documents submitted.	1 not evident	2 occasionally evident	3 clearly evident
<p>Takes part in cooperative program planning and teaching. Demonstrators <b>may</b> include:</p> <ul style="list-style-type: none"> <li>• integrates library skills into curriculum</li> <li>• develops units of study with classroom teachers</li> <li>• uses library web page as an instructional tool</li> <li>• creates tools to assess students' ability to access, evaluate, and/or use information effectively</li> </ul>			
<p><b>Partners and promotes library services within the community (school or larger community).</b> <b>Demonstrators may include:</b></p> <ul style="list-style-type: none"> <li>• sponsors school book club/s</li> <li>• serves local public library in professional capacity</li> <li>• submits articles or letters to local newspaper</li> <li>• works with school's parent-teacher organization to achieve library program's goals</li> <li>• conducts summer library program</li> </ul>			
<p>Assumes roles in professional leadership (national organizations, VAASL, Division, School, other). Demonstrators <b>may</b> include:</p> <ul style="list-style-type: none"> <li>• serves on school or division committees,</li> <li>• volunteers as support staff at conferences,</li> <li>• serves as VAASL officer at state or regional level</li> </ul>			
<p>Provides in-service or staff development opportunities. Demonstrators <b>may</b> include:</p> <ul style="list-style-type: none"> <li>• presents at school or division-wide meetings,</li> <li>• presents at national, regional or state conferences,</li> <li>• teaches at the college or university level,</li> <li>• publishes in a professional journal/newsletter</li> <li>• leads or attends school or division-wide book discussion</li> </ul>			

Continues learning via coursework and/or training opportunities. Demonstrators <b>may</b> include: <ul style="list-style-type: none"> <li>• is enrolled in a course</li> <li>• attends a conference</li> <li>• takes online training</li> <li>• subscribes to and regularly reads professional publications</li> </ul>			
<b>TOTAL POINTS</b>			