

# SLANZA AWARD OF MERIT FOR LIBRARY ASSISTANT

The recipient of a SLANZA Award of Merit for Library Assistant is a member of a library team who has demonstrated an outstanding level of service to their school library to support its contribution to improving student academic achievement.

## Eligibility

The SLANZA Award of Merit for Library Assistant may be awarded to more than one member in any given year and may be awarded more than once to the same member for different achievements.

The SLANZA Award of Merit for Library Assistant is available to all current SLANZA members of at least two consecutive years standing.

The Award is available to members of the library team with the job designation of Library Assistant who may, or may not have library qualifications; or a teacher aide with designated library hours.

## Purpose

To recognise library assistants/teacher aides who have provided sustained outstanding service in the day-to-day running of a school library.

## Criteria

The Award will be made according to the following criteria:

- a Evidence provided of how they have maintained or developed current systems and/or created improved approaches to school library systems, and
- b Demonstrated how they have fostered high morale in the school library team by providing consistent courteous and friendly service to students and staff, and
- c Demonstrated how their sustained commitment and professionalism has led to outstanding services in their school library, and
- d Evidence of commitment to professional development.

## Requirements

The achievement for which the award is to be made must have taken place within the previous three years.

## Process

The nominee's/applicant's suitability will be assessed by the SLANZA Awards Committee in terms of the above criteria, on the basis of:

- 1
  - a A nomination, on the official form, made by two members of SLANZA or by a group or committee of SLANZA, or
  - b An application by a member, on the official form.
- 2 Supporting evidence, supplied by the nominator or applicant.

- 3 Written referees' reports from at least two persons nominated by the applicant, but not including current members of the SLANZA Awards Committee.
- 4 Supporting statements from a variety of people (not necessarily SLANZA members) are encouraged as they provide the Award's Committee with useful additional information.
- 5 Nominations do not need to be confidential.
- 6 The SLANZA Awards Committee may seek further information if required to reach a decision.
- 7 The closing date for nominations/applications is **31 October**.
- 8 A copy of the application and nomination forms follow.
- 9 Successful recipients will be presented with a Certificate at the SLANZA conference or at a Branch function.
- 10 No fee is required.

# APPLICATION FORM

## SLANZA AWARD OF MERIT FOR LIBRARY ASSISTANT

Secretary  
SLANZA  
PO Box 36-511  
Merivale  
CHRISTCHURCH

I wish to apply for the SLANZA Award of Merit Library Assistant.

Full Names: .....

Address: .....

.....

Phone: ..... Fax: ..... Email: .....

School postal address: .....

.....

Principal's name: .....

Period of SLANZA membership: .....

Names and contact details of two persons to whom reference may be made:

First Name: .....

Address: .....

Phone: ..... Email: .....

Second Name: .....

Address: .....

Phone: ..... Email: .....

### **Note applications close on 31 October**

Please attach a statement in support of terms of the criteria for the award, with supporting evidence of your relevant achievement. Please refer to the purpose and criteria for the SLANZA Award of Merit for Library Assistant when writing your supporting statement.

Signature: ..... Date: .....

# NOMINATION FORM

## SLANZA AWARD OF MERIT FOR LIBRARY ASSISTANT

Secretary  
SLANZA  
PO Box 36-511  
Merivale  
CHRISTCHURCH

We, the undersigned being members of the School Library Association of New Zealand Aotearoa hereby nominate

Full name: .....

Address: .....

Email: .....

School postal address: .....

Principal's name: .....

for the award of SLANZA Award of Merit for Library Assistant.

### **Nominators Details:**

First Name: .....

Address: .....

Phone: ..... Email: .....

Signature: ..... Date: .....

Second Name: .....

Address: .....

Phone: ..... Email: .....

Signature: ..... Date: .....

### **Note: nominations close on 31 October**

The following statement is supplied in support of the nomination. (The statement should outline clearly the grounds for proposing the nomination in terms of the criteria for the award, with supporting evidence of the nominees achievements. Please refer to the purpose and criteria for the SLANZA Award of Merit for Library Assistant when writing your supporting statement).