



2012 Nomination Form—Page One

National Medal for Museum and Library Service

(To be filled out by the nominated institution.)

A. Cover Sheet

1. Legal Name of Your Institution:¹ _____

Organizational Unit (if different from Legal Name): _____

2. Institution Address

Street1: _____

Street2: _____

City: _____

County: _____

State: _____

Zip+4/Postal Code: _____

3. Telephone Number: _____

4. Fax Number: _____

5. Web Address: <http://> _____

6. Name of Institution's Director/CEO: _____

Title: _____

E-mail: _____

Telephone Number: _____

7. Your Name (the person completing this form): _____

Title: _____

E-mail: _____

Telephone Number: _____

8. Type of Institution (check one):

- Academic Library
- Aquarium
- Arboretum/Botanical garden
- Art Museum
- Children's/Youth Museum
- General Museum²
- Historic House/Site
- History Museum
- Library Association
- Library Consortium
- Museum Library
- Natural History /Anthropology Museum

- Nature Center
- Planetarium
- Public Library
- Research Library/Archives
- School Library, or School District applying on behalf of a School Library or Libraries
- Science/Technology Museum
- Special Library
- Specialized Museum³
- Zoo
- Other, please specify:

¹ If your institution is not an eligible entity on its own, then enter the name and address of the eligible entity under "Legal Name." For example, if a library that is part of a parent organization such as a university is applying, it would enter the university under "Legal Name" and the library under "Organizational Unit."

² A museum with collections representing two or more disciplines (e.g., art and history)

³ A museum with collections limited to one narrowly defined discipline (e.g., textiles, stamps, maritime, ethnic group)



2012 Nomination Form—Page Three

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In addition to the Cover Sheet (Section A), your submission must include the following parts (Sections B–E below). Do not include additional cover letters, binders, folders, or attachments.

B. Statement of Purpose/Mission Statement & Brief Institutional History

Provide your institution's mission statement or statement of purpose as well as a brief institutional history (not to exceed one single-spaced page; no less than 12-point type).

C. Narrative

Address questions 1–4 thoroughly and succinctly, using no more than five single-spaced pages (no less than 12-point type) for the four questions combined. The jurors considering the pool of potential medal recipients will focus carefully on your answers to these questions.

1. **Community:** Quantify and describe the population groups/communities your institution is reaching through its community services. What particular community needs do you address through your programs, services, and partnerships? How did you identify these particular needs?
2. **Programming:** Provide examples of the programs and services you have developed for these population groups/communities. How does your institution involve your community in the development of your programs? How have these partnerships increased your ability to reach out to the targeted population groups and communities you serve? How do your programs reflect your institution's mission and strategic plan?
3. **Impact and Evaluation:** Describe what impact your institution's programs and services have had on the identified community needs. Do you conduct a formal evaluation of your programs? If so, what you have learned about meeting the needs of your audiences? How have you used this information to plan future programs and services?
4. **Financial Sustainability:** How does your institution ensure that it can financially sustain these programs and services for the community? Please describe any private or non-profit groups that support the mission and activities of your institution.

D. Institutional Financial Statements

Include a copy of your institution's financial statements for the past two complete fiscal years. If your fiscal year is complete but not yet audited, please submit these unaudited figures and label them as such. If your institution is part of a larger organization (municipal government, university, etc.) do not include financial statements for the parent organization, only for your institution.

E. Letters of Support (optional but strongly recommended)

Your institution may submit up to three letters of support with the Nomination Form. These letters should come from community members who have direct knowledge of the institution's community service. We recommend that the letters come from different segments of the broader community served by the institution and from individuals who have either witnessed or experienced first-hand a particular program or service. Nomination letters from members of Congress do not count against the three-letter maximum. Address letters to the Director of the Institute of Museum and Library Services and include them with this Nomination Form.