THE SWRLS CIO AWARDS

1. Introduction.

The Board of Trustees of SWRLS CIO has introduced the annual SWRLS CIO Awards and seeks nominations on a rolling programme. Two Awards will be available each year - The SWRLS CIO Personal Achievement Award (£50 voucher and certificate) and The SWRLS CIO Initiative Award (certificates for all those involved and £200 for the lead library service) and will be awarded at the SWRLS CIO Conference held annually in November.

2. What are we looking for?

a. All nominations must impact on at least one of SWRLS CIO charitable objects, which are:
1. **The advancement of education for the benefit of the public by**:
    a. Promoting cross sector co-operation between members.
    b. Promoting access to library collections and specialist knowledge.
    c. Providing a framework for the interlending of materials.
    d. Advancing the skills and knowledge of the workforce and their stakeholders.
    e. Facilitating a collaborative network to share best practice and excellence.

2. **The advancement of literature, knowledge and lifelong learning for the benefit of the public by promoting:**
    a. Access to specialist resources.
    b. Cultural activities and partnerships.
    c. Access to data and information.

b. Evidence for nominations should refer to work within the previous 12 months, but does not have to cover the whole 12 months and does not need to be on-going.

c. Nominations will need to evidence impact on at least one of the following: library users/the library community/the library service/ other staff.

d. **The SWRLS CIO Personal Achievement Award:** this will be awarded to an individual member of staff who has gone the extra mile and acknowledges the achievement of those that make a real difference to the library and wider community that they work in. The recipient must work for a SWRLS CIO member. The nomination statement of the winner will be uploaded to the SWRLs website.

e. **The SWRLS CIO Initiative Award:** this will be awarded to an initiative or project led by a SWRLS member library service that has taken place in the geographic area covered by SWRLS, though it does not have to have taken place in a library. Non-members, including non- library organisations, may be partners. The initiative/project should be transferrable to other library services. Representatives of the winning initiative will be expected to speak about their work at a Members' Day, held annually in spring. The presentation will be uploaded to the SWRLS website.

3. Who can apply?

a. Only paid up members of SWRLS CIO and their staff may be nominated for the Awards.

b. **The SWRLS CIO Personal Achievement Award:** nominations may be made by a colleague (with line manager support) or line manager.

c. **The SWRLS CIO Initiative Award:** nominations can be made by anyone involved in or impacted by the initiative, at any level (with support of a line manager) or line manager. It can be from a single library, a library service or multiple partners. Representatives of the winning initiative will be expected to speak about their work at a Members' Day held in the spring. **Please note**: projects/initiatives funded by a SWRLS CIO Grant are not eligible to be nominated.

4. How we decide.

a. Nominations will be assessed by members of the SWRLS CIO Board of Trustees.

b. For both awards the judges will be looking for evidence of:
   i. Meeting at least one of SWRLS CIO charitable objects (see 2a. above);
   ii. Benefit/impact to others - as defined in 2c. above;
   iii. Timescale - within the previous 12 months at time of nomination.

   For The SWRLS CIO Initiative Award the judges will also be looking for:
   i. Innovation and originality;
   ii. Transferability to other services.

5. Legal matters.

a. The SWRLS CIO Board of Trustees reserves the right not to make an award in either or both categories in any given year, if, in their opinion, the nominations do not reach the required standard.

b. SWRLS CIO reserves the right to publish information about the winners on its website and through social media, including presentations and nomination statements.

c. SWRLS CIO trustees cannot be awarded a SWRLS CIO Personal Achievement Award, but may be part of an initiative/project team nominated for the SWRLS CIO Initiative Award. In addition, they may not nominate to either category.

d. All nominations received by the end of July each year will be considered for awards at the AGM that year. Nominations to be sent to director@swrls.org.uk and only electronic nominations in the format below will be acceptable.

e. The decision of the judging panel is final and no correspondence will be entered into.

6. How to apply. Send nominations in the following format to director@swrls.org.uk:

a. **The SWRLS CIO Personal Achievement Award:**
Please provide the following information:
- Name, job title and contact details of the nominee.
- Name, job title and contact details of the nominator.
- Line manager approval, if not the nominator.
- Library service.
- Which SWRLS CIO object(s) the nominee has met/meets and how (2a of guidance above).
- Statement of no more than 250 words evidencing how the nominee has gone the extra mile and demonstrating the difference the nominee has made within the last 12 months. This will be used by the judging panel to assess the nomination and the winning entry will be published on the SWRLS website. This should include:
  - the benefits to/impact on others (2c of guidance above);
  - any anecdotal evidence e.g. comments from customers/staff/community organisations;
  - confirmation that the impact has been within the last 12 months.

b. **The SWRLS CIO Initiative Award:**
Please provide the following information:
- Name, job title and contact details of the nominator.
- Line manager approval, if not the nominator.
- Title of initiative/project.
- Lead library service and contact, if not one of above.
- Partners (if relevant).
- Where the initiative/project has taken place - location(s) and venue(s).
- When the initiative/project started and ended or on-going.
- Which SWRLS CIO object(s) the nomination has met/meets and how (2a of guidance above).
- Confirmation that representatives of the initiative/project are willing to present at SWRLS CIO Members' Day.
- Submission of no more than 500 words evidencing why the initiative/project should win the Award. This should include:
  - the benefits to/impact on others (2c of guidance above);
  - how the initiative/project is innovative;
  - how the initiative/project can be transferred to other services;
  - key performance indicators evidencing the impact and success of the initiative/project;
  - any anecdotal evidence e.g. comments from customers/staff/partners/community organisations/other beneficiaries;
  - links to initiative/project URLs especially those evidencing the impact/reach of the initiative/project.