

**Library Services and Technology Act**

**EXEMPLARY PROJECT  
RECOGNITION PROGRAM**

**Division of Library and Information Services**

REVISED  
FEBRUARY 2012

# PROGRAM DESCRIPTION

## Introduction

The Florida Department of State, Division of Library and Information Services (DLIS) is sponsoring the *Exemplary Project Recognition Program* to honor those outstanding, star-quality projects funded by the Library Services and Technology Act (LSTA), administered by DLIS and implemented by Florida's libraries. The *Program* is designed to highlight excellence in program planning, implementation, and evaluation, with special emphasis on outcome measurement. The outcomes to be measured will be one or more of the following:

- The targeted population uses information or services that were not previously available.
- The targeted population uses technology to get information.
- The targeted population demonstrates an increase in their knowledge, skills or abilities.

If no projects meet the *Exemplary Project Recognition Program* criteria, no award will be given.

## Purpose

The purpose of the *Exemplary Project Recognition Program* is to identify, honor and encourage effective, creative, and high-quality projects. In addition, the *Program* will:

- Provide the Division of Library and Information Services with information and results of high-quality LSTA projects to share with the Institute of Museum and Library Services (IMLS).
- Increase the credibility of libraries and library services through public recognition.
- Foster best practices through the replication of high-quality projects by other libraries.
- Recognize excellence in program planning and outcome-based evaluation.

# IMPLEMENTATION

## **Eligibility**

All non-Division LSTA-funded projects submitted by all types of libraries are eligible for the *Exemplary Project Recognition Program*.

Projects selected for recognition are not eligible for selection the next year. However, the same library may have different projects selected in subsequent years.

## **Application and Review Process**

The Division uses the information submitted by grant recipients in their LSTA annual reports to select the projects honored by the *Exemplary Project Recognition Program*. Completed annual reports that are submitted by the November 1 deadline are eligible to be considered.

A team of three to five Bureau of Library Development staff members reviews the annual LSTA reports using the *Staff Review Form* (see Pages 5 and 6). The members of the staff review team may rotate on an annual basis. The team selects a maximum of five projects for further review, based on the scores of the staff reviewers.

An Exemplary Project Review Committee then considers the projects identified by Bureau staff. This committee is made up of three to five Division staff members outside the Bureau of Library Development. The review committee receives a copy of the selected annual and mid-year reports; the application and any project revisions; and the *LSTA Exemplary Projects Review Committee Form*. The review committee does not receive the scores given by Bureau staff. The review committee reviews, scores and provides comments for the selected projects.

The Bureau of Library Development makes recommendations based on staff and committee scores, evaluation and comments to the Division Director. The Division Director makes the final decision.

## **Key Dates**

September 30	Project funding year ends
October 15	Staff and Committee members informed of upcoming <i>Exemplary Project</i> review
November 1	Annual Report DUE
November	Division staff review all projects and identify top contenders
December 15	Winning projects selected by the <i>Exemplary Projects Review Committee</i>
December 31	Report to Institute of Museum and Library Services
February - March	Letter of Recognition sent to winners and press release sent to FL-Lib Listserv
October	Recognition of previous year project(s) at annual Library Directors' Meeting

## **Exemplary Project Review Committee - Criteria for Project Selection**

The *Exemplary Project Review Committee* will review the Annual Reports using the following criteria:

- The grant recipient excellently planned and carried out the project.
- The project evaluation clearly demonstrates that the project met its outcomes.
- The project demonstrates a new, creative or positive approach to library services.
- The project meets the needs of the target audience and shows a change in the lives of the program participants.
- The project includes other factors that make it a stellar project.

## **Promotion of Exemplary Projects**

The *Exemplary Project Recognition Program* provides many opportunities to share information about successful library projects, to recognize excellence in library programs, and to promote library services to the general public. The following are examples of ways in which DLIS and the library community may increase public awareness of *Exemplary Project* recipients and promote library services in general.

- The Division showcases *Exemplary Projects* in its annual report to IMLS.
- The Division Director sends a letter of congratulations to the Library Director.
- The Division issues a press release announcing the *Exemplary Projects*.
- *Exemplary Projects* are highlighted through Division print and electronic publications or at an appropriate library event.
- A plaque and recognition are given to the library(s) that administered the exemplary project(s) at the annual Library Directors' Meeting.

## LSTA Exemplary Project Staff Review Form

Library: \_\_\_\_\_

Project Name: \_\_\_\_\_

For each item, award **0** points if the project does not meet the criteria, **1** if it minimally meets the criteria, **3** points if the project somewhat meets the criteria and **5** points if the project fully meets the criteria (total of 50 points possible). Use the comments section to describe strengths or weaknesses of the project that may not be reflected in the annual report.

Points:	<i>Strong evaluation:</i> The project identifies and measures results for at least one required outcome.
<i>Comments:</i>	
Points:	<i>Strong evaluation:</i> The library has used or is using the data it collected to improve the project.
<i>Comments:</i>	
Points:	<i>Achievement of outcomes:</i> The project has achieved positive outcomes; the report describes the extent of the impact on the target population.
<i>Comments:</i>	
Points:	<i>Achievement of outcomes:</i> The client story submitted demonstrates the success of the project by showing benefit and change for participant.
<i>Comments:</i>	

Points:	<i>Local commitment:</i> The library and its partners are engaged in active collaboration on the project.
Comments:	
Points:	<i>Implementation:</i> The project was well managed.
Comments:	
Points:	<i>Local commitment and sustainability:</i> The library has obtained commitments for funds, other than LSTA, to support the project in the future.
Comments:	
Points:	<i>Replicability:</i> The project is or can be scaled for replication in other communities.
Comments:	

Points:	<i>Innovation, creativity and positivity.</i> The project demonstrates a new, creative or positive approach to library services.
<i>Comments:</i>	
Points:	<i>Overall:</i> The report provides a clear description of the project and its results.
<i>Comments:</i>	
	<b>TOTAL (50 possible points)</b>

If two projects receive the same score, the project that has not received an award within the last two years will receive priority consideration.



## LSTA Exemplary Projects Committee Review Form

Library: \_\_\_\_\_

Project Name: \_\_\_\_\_

Please review the annual report selected by Division staff members for review under the Exemplary Project Recognition Program. Evaluate the report using the following four criteria. For each item, award **0** points (the project does not meet the criteria) **up to 5** points (the project meets the criteria).

*The grant recipient excellently planned and carried out the project.*

Strengths and Weaknesses: \_\_\_\_\_ Points: \_\_\_\_\_

*The project evaluation clearly demonstrates that the project met its outcomes.*

Strengths and Weaknesses: \_\_\_\_\_ Points: \_\_\_\_\_

*The project demonstrates a new, creative or positive approach to library services.*

Strengths and Weaknesses: \_\_\_\_\_ Points: \_\_\_\_\_

*The project meets the needs of the target audience and shows a change in the lives of the program participants.*

Strengths and Weaknesses: \_\_\_\_\_ Points: \_\_\_\_\_

*The project includes other factors that make it a stellar project.*

Strengths and Weaknesses: \_\_\_\_\_ Points: \_\_\_\_\_

Reviewed by (sign and date): \_\_\_\_\_