



## *SCECSAL Excellence Awards*

### **Guidelines**

The Standing Conference of Eastern, Central and Southern African Library and Information Associations (SCECSAL) owes its existence to several dedicated library and information service (LIS) professionals who have done their best to keep the organization “alive” since its establishment (as the Standing Conference of Eastern, and Central African Librarians [**SCECAL**]) and the first conference in 1974 in Dar es Salaam, Tanzania. While membership to SCECSAL is only open to national Library Associations, individual LIS professionals have played and continue to play a key role in its existence.

#### **Goal**

**The goal** of the *SCECSAL Excellence<sup>1</sup> Award* is to honour and recognize individuals that have made **outstanding contributions to SCECSAL<sup>2</sup>**.

#### **The Award**

A plaque bearing the SCECSAL logo, award recipient’s name, country of origin of the awardee, year of the award.

#### **Eligibility for the Year Award:**

Any individual, regardless of country of residence, who has made outstanding contribution to the development and growth of SCECSAL. Such contribution, **over a period of not less than 6 years**, could be in form of:

- Volunteering time to support SCECSAL activities, including editorial services, reviewing SCECSAL conference papers, etc.;
- Providing or facilitating financial contributions to support SCECSAL activities;
- Providing advice to SCECSAL General Council;
- Organizing SCECSAL activities such as conferences, workshops, etc.;
- Participating in SCECSAL conferences, including presenting papers;
- Any other contribution deemed worth to be recognized by the SCECSAL General Council.

The award may be made in **absentia** or **posthumous**.

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<sup>1</sup> Excellence is defined as: the quality of being outstanding or extremely good

<sup>2</sup> Outstanding contributions to national member Associations or activities should be recognised and awarded by the national Associations at the national level.

## Nominations

- Only SCECSAL member Associations and the SCECSAL Secretariat can nominate candidates (from any country) for the award.
- Nominations **can be made at any time** using the forms provided for this purpose.
- Member Associations may submit a maximum of **two nominations**. Each nomination must be submitted on a separate form. Incomplete forms may be considered ineligible for assessment.
- All nominations must be sent to the SCECSAL Secretariat **at least by 31 January** in the year of the SCECSAL Biennial Conference at which the awards will be made.
- Winners of the award cannot be nominated again and previous nominees who have not been selected may be nominated after **four years** have passed by submitting an updated nomination form and **supporting documentation**.

## Confirmation of the Awardees

- Members of the SCECSAL General Council shall review the nominations for the awards and reach a consensus on whether to recognize the nominees.
- The SCECSAL Secretariat shall officially inform the member Associations that nominated the individuals about the **decision of the General Council, date** and **place** where the awards ceremony will take place.

## Awards Ceremony

- The SCECSAL Excellence Awards shall be given at an awards ceremony during the biennial SCECSAL Conference.
- Plaques for the awardees who are unable to attend the awards ceremony shall be handed to the official representative of the member Associations that had nominated the awardees.

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*Approved by the SCECSAL General Council on:  
26 January 2018*



## SCECSAL Excellence Award

### Nomination Form

Nominee	
<b>First Name:</b>	
<b>Middle Name:</b>	
<b>Surname:</b>	
<b>Country of Origin:</b>	

Award Criteria
Please provide short statement describing ( <b>maximum 300 words</b> ) how the nominee meets the award criteria. Where possible, provide <b>examples or documentation (attachments)</b> to support the statement. The SCECSAL General Council will make its decision based on the evidence provided by the nominators.

Nominating Member Association	
<b>Member Association</b>	
<b>Name of President/Chairperson</b>	
<b>Contact Email</b>	
<b>Signature of President/Chairperson</b>	

1. Please, send the duly completed and signed form and supporting documents (**if any**), as PDF files, to the **SCECSAL Secretariat** before the closing date indicated in the Call for Nominations
2. Only full paid member Associations are eligible to nominate candidates for the award