



The University of Oklahoma Libraries Employee Recognition Program

The University Libraries' Employee Recognition Program aims to recognize significant contributions to the mission, strategic initiatives and overall operations of University Libraries. Awards given through the program recognize individuals who embody our organizational values and exemplify OU excellence in all aspects of their job performance. The same nomination form and selection process will be utilized for all annual awards.

Awards

- Thomas & Catherine Luccock Library Award of Excellence
- Customer Commitment Award
- Bridge Builder Award
- Innovation Award
- Collaborative Spirit Award
- Outstanding Library Student Employee Award
- Outstanding Library Graduate Assistant Award
- Extra Mile Award

Thomas & Catherine Luccock Library Award of Excellence

The Thomas & Catherine Luccock Library Award of Excellence is the highest honor awarded by the University of Oklahoma Libraries. This prestigious award will be presented annually to recognize and commend an individual for superior performance and contributions to the University of Oklahoma Libraries. **Amount:** \$3,000

Eligibility:

- Full time employee in a permanent position.
- Minimum three years experience in University Libraries prior to application deadline.
- Personnel Awards Committee members are not eligible for the award.
- The award may not be given to the same individual within a three-year period.

Criteria:

- Demonstrates excellence in the performance of job responsibilities, particularly as it enhances library resources and services.
- Makes significant contributions to the strategic initiatives and priorities of University Libraries.
- Exhibits outstanding service to the library, the university, and the community. Promotes a positive work environment and fosters strong interdepartmental relationships.
- Exemplifies the organizational values in all work interactions.

Customer Commitment Award

The Customer Commitment Award recognizes exemplary commitment to serving customers, either internally to University Libraries or externally to the broader OU community. Recipients of this award advance University Libraries' mission, strategic initiatives and/or organizational values through their service to customers. **Amount:** \$500

Eligibility:

- Full time employee in a permanent position.
- Minimum one year of experience in University Libraries prior to application deadline.
- Personnel Awards Committee members are not eligible for the award.
- The award may not be given to the same individual within a two-year period.

Criteria:

- The individual being recognized must consistently provide exemplary service directly to customers.
- The outcome of the activity must have been demonstrable in excellent customer service, resulting in a notably benefitted customer.

Bridge Builder Award

The Bridge Builder Award recognizes an individual that builds partnerships to engage others in library initiatives. Recipients of this award advance University Libraries' mission, strategic initiatives and/or organizational values through their engagement with others in the library and our OU and professional community. **Amount:** \$500

Eligibility:

- Full time employee in a permanent position.
- Minimum one year of experience in University Libraries prior to application deadline.
- Personnel Awards Committee members are not eligible for the award.
- The award may not be given to the same individual within a two-year period.

Criteria:

- The individual is actively engaged in strategic initiatives for University Libraries.
- The individual engages others in these initiatives through communication, forming teams, and/or developing resources that encourage participation from others.
- The individual seeks collaborative partnerships both from within University Libraries and from the broader community to advance the mission of University Libraries.

Innovation Award

The Innovation Award recognizes innovative ideas that result in improved service to our customers, enhanced efficiency of operations, or a cost savings to the library. These ideas may be of benefit internally to the library or externally to our community. **Amount:** \$500

Eligibility:

- Full time employee in a permanent position.
- Minimum one year of experience in University Libraries prior to application deadline.
- Personnel Awards Committee members are not eligible for the award.
- The award may not be given to the same individual within a two-year period.

Criteria:

- The recipient shows a commitment to learning through both failures and successes and traditional and non-traditional means.
- The recipient promotes organizational agility through a willingness to try new approaches to traditional problems, experimenting with new ideas, tools or concepts and teaching others how to implement innovative ideas.
- The innovation must be successfully implemented by the time of nomination.

Collaborative Spirit Award

The Collaborative Spirit Award recognizes a team that successfully works together to create a product or result that was strengthened by the effort of the team. Teams that win this award use teamwork and collaboration to further the mission of University Libraries and its strategic initiatives and embrace the organizational values as a method of relating to one another to accomplish goals. **Amount:** \$100/team member

Eligibility:

- A team of employees working together in a department or as an officially appointed committee, team, task force or working group.
- The award may not be given to the same team within a two-year period.

Criteria:

- The team must have accomplished a tangible goal that supports our core mission or moves University Libraries forward in a key strategic initiative. This may be in several formats, including, but not limited to: a launched product, a grant application, a finished white paper on a topic of importance to University Libraries, a successful event, a revised policy or procedure, or an improved workflow.
- The team members collectively exemplify the organizational values.

Outstanding Library Student Employee Award

The University Libraries' Outstanding Library Student Employee Award recognizes the outstanding performance and contributions to the services and programs of the University of Oklahoma Libraries by student employees. Up to three awards will be given annually at a reception to be held in the spring. The recipients will receive a cash award and a certificate of recognition. **Amount:** \$250 each

Eligibility:

- Student employee of the library for at least 6 months.
- Graduate Assistants are not eligible.
- Regular full or part-time employees of University Libraries are not eligible.
- Award may not be given to the same individual in two consecutive years.

Criteria:

- Performs outstanding work for University Libraries.
- Demonstrates excellent work habits.
- Displays a positive attitude and works well with others.
- Receives a supportive recommendation from supervisor(s).

Outstanding Library Graduate Assistant Award

The University Libraries' Outstanding Library Graduate Assistant Award recognizes the outstanding performance and contributions to the services and programs of the University of Oklahoma Libraries by graduate assistants. One award will be given annually at a reception to be held in the spring. The recipients will receive a cash award and a certificate of recognition.

Amount: \$250

Eligibility:

- Graduate assistant for the library for at least 6 months.
- Graduate students in student worker position are not eligible.
- Regular full or part-time employees of University Libraries are not eligible.
- Award may not be given to the same individual in two consecutive years.

Criteria:

- Performs outstanding work for University Libraries.
- Demonstrates excellent work habits.
- Displays a positive attitude and works well with others.
- Receives a supportive recommendation from supervisor(s).

Extra Mile Awards

Extra Mile Awards are to be distributed by department heads, branch librarians, curators and library administrators to recognize employees who go above and beyond in the performance of their job responsibilities. **Amount:** \$20 gift card

Eligibility:

- All University Libraries employees are eligible to receive this recognition.

Process:

- At the start of each fall semester, department heads, branch librarians, curators and library administrators will be given a number of Extra Mile Certificates to award to University Libraries employees throughout the school year.
- When awarding the Extra Mile certificate, the person giving the award must specify the employee receiving the award and activity for which the employee is being recognized.
- When an Extra Mile Certificate is awarded, the employee may bring the certificate to the library's administrative offices to redeem it for a gift card.
- Library administration will post information about the employee and recognized activity in the Weekly Update.

Annual Award Nomination Process

- ▶ Nominations will be solicited by the Personnel Awards Committee in early spring.
- ▶ All full-time library employees may submit nominations.
- ▶ The nominator must be listed; no anonymous nominations will be considered.
- ▶ Letters of support may accompany the nomination; letters of support may be from individuals working outside of University Libraries.
- ▶ A supporting letter from the employee's supervisor will be solicited by the Personnel Awards Committee.
- ▶ The committee may contact the nominator for clarification about the nomination if needed.

Annual Award Selection Process

- ▶ The Personnel Awards Committee will solicit nominations from University Libraries' full-time employees for all of the awards available.
- ▶ The committee will screen and evaluate all nominations.
- ▶ The committee will recommend award recipients to the Dean of Libraries.

Personnel Awards Committee

Committee Member Selection: The Personnel Awards Committee will be chaired by a library administrator. The committee will be composed of a minimum of 5 members, with representation from the faculty, professional staff and classified staff. The previous year's winners of the Luccock Library Award of Excellence, the Bridge Builder Award, the Customer Commitment Award and the Innovation Award will serve as members of the committee. The remaining committee vacancies will be appointed by the Dean of University Libraries.

Committee Scope: The Personnel Awards Committee will annually solicit nominations from University Libraries faculty and staff for the Luccock Library Award of Excellence, the Bridge Builder Award, the Customer Commitment Award, the Innovation Award and the Outstanding Student of the Year Award. Following the guidelines for each award, the committee will screen and evaluate nominations. The committee will then recommend award recipients to the Dean of University Libraries for each of the awards. The committee chair will coordinate the presentation reception with the library administration.

Timeframe: Committee members will serve for one year (July – June).

Milestones:

- The Personnel Award Committee established in July.
- Distribute Extra Mile certificates to department heads, branch librarians, curators and administrators for the upcoming school year in August.
- Review nomination forms and processes during fall semester.
- Nominations for all annual awards will be solicited by start of spring semester in January.
- Nomination forms for all annual awards will be due on the third Monday in February.
- Recommendations for recipients of all annual awards are submitted to the Dean of University Libraries by March 15th.