

# I Love My Librarian!

Award

## Information and Next Steps for Winners

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### Your prize

You'll be receiving a **\$5,000 check and plaque** in the mail, as well as a **\$750 check and plaque** for your library. For this we'll need a completed W-9 (blank PDF form attached) for both you and your library. Details for submitting the W-9 forms are near the end of this document.

### Key Dates

Here's a quick summary of the key dates for the award and next steps for you. More details for each of these follows below:

- **ASAP:** Complete the [Winner Information Form](#) and submit headshot
- **ASAP:** Send W-9s for yourself and your library
- **By December 13:** Complete the [Winner Publicity Form](#)
- **By December 16:** Submit your video remarks [via Dropbox](#)
- **January 10:** ALA publicly announces winners
- **January 22:** Virtual award ceremony (3:30-5:00pm CT)

### Publicity

ALA is planning to announce the winners on **Monday, January 10**. Until then, we ask that you please refrain from sharing the news publicly, although you can feel free to confidentially tell family and close friends.

So that we can get everything ready for the announcement, please complete [this Winner Information Form](#) **ASAP (within the next few days)**. On the form, you are also asked to submit a headshot (shoulders and up is preferable), which will be used on our website highlighting the winners and as part of our press kit for the award. The file should be high-resolution (300 dpi) in .jpg or .png format. If you need more time to obtain a headshot, please fill out the rest of the form as-is now and send the headshot to me at [collis@ala.org](mailto:collis@ala.org) as soon as you can.

Please also complete [this Winner Publicity Form](#) **by Monday, December 13**. This information will help us spread the good news about your award in your local community.

The week of the announcement, ALA will send the press release to your local media; through ALA communication channels, including to library trade publications; to your state library chapter and/or

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school library media association; and to your library school. Your name and photo will also appear on the [award website](#), as well as ALA's home page and possibly in local and trade media publications.

## Award event

This year's virtual award ceremony will be part of ALA's inaugural LibLearnX event, taking place on **Saturday, January 22 from 3:30–5:00 PM CT**. While we wish we could celebrate in person this year, we hope the all-virtual format will allow a wide swath of the library community to participate.

To accommodate everyone's technology and accessibility needs, **the ceremony will be pre-recorded** and will feature remarks from ALA leaders as well as all ten of this year's award winners. The deadline to submit video of your remarks [via this Dropbox link](#) is **Thursday, December 16**; more detailed information and instructions are in the attached "ILML Video Remarks Information and Instructions" document. The award event will also be livestreamed on ALA's YouTube so that your friends, family, and colleagues can watch; I'll be in touch closer to the date with a link and other information.

As part of your prize, you'll receive **free full conference registration!** If you've already registered for the conference, I'll work on getting you refunded as soon as possible.

## Award Payment and W-9 Submission

To distribute your award check and the check for your library, we'll need a completed W-9 for each of you. **Within the next few days, please complete two copies (one for you and one for your library) of the attached W-9 form (PDF) and submit the completed forms via [this secure ShareFile link](#)**, which goes straight to our accounting department. The ShareFile upload is preferred for submitting W-9s and is more secure than email.

When you click the link, you'll be prompted for your email, name, and company, which is exclusively used to track who has sent files. After you've selected your file (drag and drop or browser selection), you'll need to click the "upload" button in the lower left-hand corner of your screen. Wait until the file has finished uploading before closing your browser (the file will say "Uploaded" next to its name).

Please let me know after you've submitted the W-9s so I can check with accounting to make sure everything went through.

## Contact Information

Please don't hesitate to reach out at any time if you have questions:

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