



Main Library
Library Director's Office

University Libraries Distinguished Student Employee Award Criteria and Application Packet

The University Libraries Distinguished Student Employee Award was established in 2004 by the university libraries staff to reward outstanding work and commitment to the university libraries by the library student staff. The award is funded by the voluntary contributions of the university libraries staff and individual donors.

This award will be determined on a merit basis without regard to race, gender, religion, age, physical disability or sexual orientation.

Interested students will be responsible to apply for the University Libraries Distinguished Student Employee Award.

Award applicants will be judged by an impartial committee made up of Library Faculty/Staff, who will evaluate the applicant's submittal according to the award criteria.

The Award requirements are as follows:

- The Award is to be used for the student's educational goals.
- Student should have completed 2 semesters worked in the library (not necessarily consecutive), and employed in the library during the current semester for consideration. (summer session I & summer session II will be considered as one semester worked).
- Student must be able to clear to work in the current semester.
- Student must be enrolled in a degree seeking program.
- Student must be working an average 10 hours per week during the current semester in the University Libraries.
- Overall GPA of 2.0 or higher.
- Unblemished academic record.

Application Process: (Please submit the following)

- Award **application**, along with a **brief bio**. 2 pages in length, double spaced.
- Include in your bio an explanation on how your position in the Library will assist you in your personal, educational and career goals.
- In a Sealed envelope the "**Form for Consideration**" completed by your supervisor.
- In a Sealed envelope a **Letter of Recommendation** on letterhead, signed, dated, and addressed to the University Libraries Distinguished Student Employee Award Committee (i.e. professor, library staff, advisor, head of a club, clergy, coach, community leader, etc.) **letter needs to be current and address somewhere in the contents that the recommendation letter is for award consideration.**

- There cannot be 2 submittals from the same area of the library. For example, the Letter of Recommendation should not come from the same area of the library as the “Form for Consideration.”
- Copy of **unofficial transcript**.
- All required documentation should be submitted together as a packet to:
University Libraries Distinguished Student Employee Award Committee
Library Director's Office
Room W-1502
Frank Melville Jr. Memorial Library
zip +4 = 3300
- Deadline for receipt of the application packet is **March 1 st**.
- A brief interview of applicants will be conducted.

Conditions for Disentitlement

- Not employed by the University Libraries.
- Found guilty of academic dishonesty and/or in violation of the student conduct code.
- Placed on disciplinary probation.
- Not enrolled in the semester/academic year the scholarship is in effect.
- Failure to submit all required documentation.
- This award is non-renewable, therefore if you have been a recipient of the award in the past you can not be considered again.

Consideration Process:

- The University Libraries Distinguished Student Employee Award(s) will be awarded annually (usually during the Spring Semester) and the amount of the award(s) will be determined by the amount of funds available.
- The recipient(s) of the University Libraries Distinguished Student Employee Award will be selected by a committee of Library Faculty/Staff. The committee's decision will be based on the documentation submitted and a brief interview process.

Work Contingency

- To be employed in the University Libraries, student(s) must comply with all current work eligibility laws and regulations.

All information and required documentation for the University Libraries Distinguished Student Employee Award can be found on the Library website: <http://sunysb.edu/~library/index.html>



University Libraries
Distinguished Student Employee Award
APPLICATION

(Please do not handwrite)

Date:

Mr. Ms. Mrs. Miss (Please check)

Name:

Solar ID #:

Local Address:

Phone Number:

E-mail Address:

Cell Phone:

Library Department(s) where you work:

Please Check:

Freshman Sophomore Junior Senior Graduate Student

Over all GPA: (please attach a copy of your unofficial transcript):

Please list the names of those who you have asked to submit a letter of recommendation and the form for consideration.

Form for Consideration:

(Library Supervisor)

Recommendation Letter:

(Name and Title)

I certify that the information and statements made in this application and any attachments are accurate and complete to the best of my knowledge.

Applicant's Signature:

Instructions for Recommendation Letter

To Whom It May Concern:

Students applying for the ***University Libraries Distinguished Student Employee Award*** are required to include a “Letter of Recommendation” in their application packet written by (i.e. professor, library Faculty/staff, advisor, head of a club, clergy, coach, community leader, etc.)

Your letter will assist the University Libraries Distinguished Student Employee Award Committee with the difficult task of selecting this year’s award recipient(s).

- A typewritten letter of recommendation should be signed, dated and on letterhead.
- Address your letter to the University Libraries Distinguished Student Employee Award Committee.
- Please indicate the students name in your letter, how you know this individual, and in what capacity.
- Please comment on two or more of the following qualities (give brief examples):
 1. dependability
 2. willingness to accept & complete assigned tasks
 3. thoroughness in handling details
 4. accuracy of work
 5. initiative
 6. ability to work with others
 7. courteous & helpful to others
 8. time spent productively
 9. dedication
 10. attendance/punctuality
 11. flexibility
 12. overall performance
- Please indicate why you feel this student should be this year’s recipient of the University Libraries Distinguished Student Employee Award.
- Once your letter is complete, signed and dated, you will need to:
 1. place the signed letter in an envelope
 2. seal the envelope and sign across the seal
 3. give the envelope to the student so he/she can submit your letter with his/her application packet

Thank you.



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University Libraries Distinguished Student Employee Award Supervisor's Evaluation Request Letter

Dear Student Supervisor

Your student employee(s) has decided to apply for the University Libraries Distinguished Student Employee Award and as his/her supervisor the committee needs to hear from you.

Please complete the supervisor's evaluation form entitled "Form for Consideration". This evaluation is a required document and is an essential part of the Award process. Without this form your student cannot be considered for the University Libraries Distinguished Student Employee Award.

The compulsory form and supervisors instructions are located on the Library webpage at:

<http://www.stonybrook.edu/library/about/administration/hr/students.html>

Keep in mind the student must submit all necessary documentation together as a packet to the committee no later than March 1 st.

Thank you.