2023 INNOVATIONS
URBAN LIBRARIES COUNCIL

FREQUENTLY ASKED QUESTIONS

How do I submit an entry?

All entries can be submitted online when the web submission site opens on **February 16, 2023**.

When will entries be posted online?

ULC will post all *accepted* 2023 Innovations entries live to the ULC website within a week of their submission. As needed, ULC will edit the formatting and/or language of entries to address issues of clarity, accuracy or style before posting the entries online. ULC may also request additional information or images/videos from the submitter.

How "new" do innovations need to be?

Entries should feature library programs, initiatives and transformative ideas that have either launched in 2022 *or* achieved significant breakthroughs during that time. If your library previously highlighted a program/initiative/idea in an Innovations submission from past years, you may still submit a 2023 entry about the same program/initiative/idea if there have been large-scale changes or outcomes achieved in the past 12 months.

Can I submit more than one innovation to a category?

Yes! You may submit as many innovations to any one category as you see fit.

Can I submit one innovation to more than one category?

Please do not submit identical entries to multiple categories. You may submit entries to multiple categories that highlight distinct extensions of a larger-scale program/initiative/idea.

When will winners be notified?

The directors of award-winning libraries will be notified via a phone call and email in early April, prior to the public announcement of the award win. The exact date of notifications is TBD.

Will I be notified if my submission was not selected?

Only Top Innovators and Honorable Mentions are contacted prior to the public announcement.

Can I update an innovation entry after submitting it?

Yes. Please contact info@urbanlibraries.org to request updates to submissions.

SUBMISSION FORM FAQ

INNOVATION CATEGORY	Choose from drop-down i.e., Democracy
TITLE OF INNOVATION	This is the name of the entry as it will appear on the ULC website and in publications. Keep titles as clear and concise as possible. You do not need to include your library's name in the title. (50 characters maximum)
SYNOPSIS	What is the "elevator pitch" for the innovations? Provide a brief, one to three sentence overview of the activity/strategy. Please write the description in complete sentences without abbreviations. (350 characters maximum)
CHALLENGE/OPPORTUNITY	Introduce the primary issue(s) that the Innovation has been designed to address. You may use abbreviations and bullet lists for this section. (525 characters maximum)
KEY ELEMENTS OF INNOVATION	Explain the structure, implementation and goals of the Innovation. Who are key partners? What activities does it involve? What makes it unique and cutting-edge? You may use abbreviations and bullet lists for this section. (525 characters maximum)
ACHIEVED OUTCOMES	Provide information about indicators of the Innovation's success in addressing the target issue(s). All innovations must be fully executed with tangible measures of impact. What data metrics have been, or will be, used to measure success? What new partnerships have been created because of the Innovation? What feedback has the library received from customers and staff about the Innovation? You may use abbreviations and bullet lists for this section. (525 characters maximum)
APPROVED BY LIBRARY DIRECTOR	ULC requires submitters to indicate that their library system's current director (or equivalent level executive) has approved the content of their submission. ULC will not independently verify that this approval has taken place.
INNOVATION WEBSITE ADDRESS	Provide the complete URL of a publicly available web page that offers additional information about the library's Innovation. (Note: This is an optional field.)
1ST/2ND VIDEO LINK	Provide the complete URL of a publicly available video that offers additional information about the library's Innovation. The video(s) must be hosted online on either YouTube or Vimeo. (Note: These are optional fields.) The video must be public and not a playlist.
1ST/2ND/3RD PHOTO ATTACHMENT	Use the "Choose File" buttons to select up to three images (stored locally on your computer) for inclusion with your submission. ULC will post these images on the live web version of your Innovation once it is published. (Note: These are optional fields.)

Once you have prepared responses for each of the above fields, you will be ready to submit your team's Innovations at urbanlibraries.org once the form goes live on **February 16**! Still have questions? Contact info@urbanlibraries.org.