FREQUENTLY ASKED QUESTIONS

Is my library eligible to participate and be recognized?

All active Urban Libraries Council member libraries can participate in the 2024 Innovations Initiative.

How do I submit an entry?

The application form is available on the ULC website. Online applications will be open from **June 17, 2024,** through **August 9, 2024**, at 11:59 p.m. ET. An overview of application questions is posted on the next page.

How "new" do innovations need to be?

Entries should feature library programs, initiatives and transformative ideas that launched between **January 1, 2023 and May 31, 2024**, *or* achieved significant breakthroughs during that time. You may submit an application for a previous Innovation entry if there were 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 entries to any one recognition category as you see fit. Library staff should coordinate with one another to determine what projects should be submitted and identify a single person to compile and submit the application. Approval from your library director is required.

Can I submit one innovation to more than one category?

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

Can I update an innovation entry after submitting it?

Yes. Please contact info@urbanlibraries.org to request updates to submitted online applications.

When will entries be posted online?

ULC will post all *accepted* 2024 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 submitting library.

When will winners be notified?

The directors of award-winning libraries will be notified via a phone call and email in late-August or early-September, prior to the public announcement of the award win. Top Innovators and Honorable Mentions will be recognized in ULC programming throughout Fall 2024.

What will winners receive?

Top Innovators in each category will receive one complimentary registration to the 2024 ULC Annual Leadership Forum, taking place in Philadelphia, PA, from October 23 to 25. Winners will also receive a physical award from ULC.

Will I be notified if my submission was not selected?

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

APPLICATION FORM QUESTIONS

Below is each response field in the Innovations application form. Review your library's achievements, gather your colleagues and prepare your entries for recognition. The application opens online at urbanlibraries.org/innovations on **June 17, 2024**. Still have questions? Contact info@urbanlibraries.org.

INNOVATION CATEGORY	Choose from drop-down menu (i.e., "Advocacy and Awareness").
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 or jargon. (1,000 characters maximum)
CHALLENGE/OPPORTUNITY	Introduce the primary issue(s) that the Innovation is designed to address. You may use abbreviations and bulleted lists for this section. (1,000 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? How does this initiative innovate the library field? You may use abbreviations and bulleted lists for this section. (1,000 characters maximum)
ACHIEVED OUTCOMES	Provide information about indicators of the Innovation's success in addressing the targeted issue(s). All innovations must be fully executed with tangible measures of impact. What data metrics are being, or will be, used to measure success? What new partnerships were created because of the Innovation? What feedback has the library received from customers and staff about the Innovation? You may use abbreviations and bulleted lists for this section. (1,000 characters maximum)
APPROVED BY LIBRARY DIRECTOR	ULC requires each applicants to indicate that their library system's current director (or equivalent level executive) has approved the content of each 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. A social media post is OK for this field. (Note: This is an optional field but encouraged for public-facing projects.)
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. The video must be public and not a playlist. (Note: These are optional fields.)
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: At least one image is required.)