### The Nettie B. Taylor Maryland Library Leadership Institute

### Summer and Fall, 2023

**Nominee Application Form**

|  |  |
| --- | --- |
| **Name:** |  |
| **Library:** |  |
| **Title/Position:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| *If selected to attend the Maryland Library Leadership Institute, I agree to attend the* ***full*** *Institute, meet with my system administrator to discuss my follow-up project, complete my follow-up project, and ensure that the registration fee of $1,000 is paid in full.*  **Signature:** | |

**APPLICATION TIPS**

* Read the application carefully. Make sure that each answer really addresses the question.
* Be specific in your answers about future professional involvement. How do you hope to contribute to MLA and the profession, to your employing institution and your community?
* Keep the idea of service in mind. Responses like *resume building* and *promotion* will not impress the selection committee; although both of these outcomes are common for attendees.
* Keep the Institute’s Vision and Mission in mind as you compose your answers.

**APPLICATION QUESTIONS**

1. List your educational history.
2. List your employment history.
3. Please list any leadership roles you have held within the past five years. These can include work on library committees and in professional organizations as well as community, civic, service, social, religious, or other non-library organizations.
4. Describe how your leadership skills were enhanced by your active participation in the organizations that you listed in question 3. (150 words or less)
5. Describe what you have learned and/or how you applied what you learned to a real life leadership situation after attending one workshop, seminar, or continuing education session. (150 words or less)
6. What do you consider your most distinctive professional achievement and why? How did you accomplish this? (150 words or less)
7. What do you consider your greatest leadership skill and why? (150 words or less)
8. Why do you want to participate in the Maryland Library Leadership Institute? (150 words or less)
9. What are your professional and leadership goals within the next five years, and how would these goals improve libraries in your community? (150 words or less)
10. In addition to participating in MLLI as one means to achieve these goals, describe one learning experience you would pursue and how you would pursue it. (150 words or less)
11. Complete this sentence. *The biggest challenge for my library is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*
12. References: Please have three individuals complete the *Nominee Recommendation Form* below and include their responses in your packet.
    * One must be from an individual who is or has been in a supervisory or management relationship to you.
    * One must be from a librarian. (This may be from the same person as the supervisory reference.)
    * No reference should be from a person you supervise.
    * A positive reference with specific statements is strongest. References that do not discuss current skills or talents, or which are not positive, are weakest.

***Please submit full application packet (including recommendation forms) to***

***Maryland Library Association 1401 Hollins St, Baltimore, MD 21223 by February 17, 2023.***

***Incomplete applications will not be accepted.***

# The Nettie B. Taylor Maryland Library Leadership Institute

### Summer and Fall, 2023

**Nominee Recommendation Form**

|  |  |
| --- | --- |
| **Nominee:** |  |
| **Your Name:** |  |
| **Library/Organization:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Signature:** |  |

Relationship to nominee

🞎 Director/Administrator 🞎 Supervisor 🞎 Library Colleague

🞎 Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why should this nominee be selected for the Maryland Library Leadership Institute?

A successful candidate for the Institute possesses the following attributes:

* Strong Emotional Intelligence
* A values-based leadership style
* Collaborative spirit
* Motivated approach to innovation or change
* A commitment to the profession and to one’s community

Please describe how this nominee demonstrates these qualities.

***Please return to nominee to be included in his/her application packet ASAP.***

***Complete application packet (including recommendations) must be submitted by February 17, 2023.***

***Incomplete applications will not be accepted.***

### The Nettie B. Taylor Maryland Library Leadership Institute

### Summer and Fall, 2023

**Library Director or District Library Media Administrator’s Support Form**

|  |  |
| --- | --- |
| **Nominee:** |  |
| **Your Name:** |  |
| **Title:** |  |
| **Library/Organization:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Signature:** | *I support this nominee’s participation in the Institute. If the nominee is selected, I will grant them time to attend the Institute, will meet with them to discuss their follow-up project, and allow them time to complete it.* |

Sponsorship (choose one):

🞎 Registration to be paid by library

🞎 Registration to be paid by employee

🞎 Registration to be paid in part by library and in part by employee

🞎 Registration contingent on Nettie B. Taylor Scholarship Fund Application

***Please return to nominee to be included in his/her application packet ASAP.***

***Complete application packet (including recommendations) must be submitted by February 17, 2023.***

***Incomplete applications will not be accepted.***

**Maryland Library Leadership Institute Application Checklist**

(For candidate use only, do not submit with packet)

|  |  |
| --- | --- |
|  | *Nominee Application Form* with responses to questions |
|  | 3 *Nominee Recommendation Forms* with letters from reach of your references |
|  | *Library Director or District Library Media Administrator’s Support Form* |

Please submit completed packet by February 17, 2023 to:

Maryland Library Association

1401 Hollins Street

Baltimore, MD 21223

– OR –

FAX to the MLA office at 410-947-5089.

– OR –

EMAIL a **PDF copy** of the completed packetto the MLA Executive Director at [mlaexec@mdlib.org](mailto:mlaexec@mdlib.org).

***If you have any questions, please contact the MLA Executive Director at 410-947-5090***