



Guidelines for the CEAL Distinguished Service Award

Submitted by: Taskforce on Establishing CEAL Distinguished Service Award (June, 2018 - May, 2020)

Revised by: Task Force on CEAL Distinguished Service Award

Revisions: March 15, 2019; July 20, 2021 (Approved by the CEAL Executive Board on July 28, 2021)

These guidelines were developed by the Task Force for establishing the CEAL Distinguished Service Award appointed by the CEAL 2018-20 President, and approved by CEAL Executive Board.

1. Title of Award

CEAL Distinguished Service Award

2. Background of Award

Established in 1958, The Council on East Asian Libraries (CEAL) has played a vital leadership role in supporting the rapidly growing and evolving academic fields in East Asian Studies. Many CEAL members have made distinguished contributions to East Asian librarianship and have developed resources and services for East Asian Studies. They have exerted a significant impact on the profession. To praise and promote CEAL members' outstanding contributions to East Asian librarianship, the CEAL president (2018-2020) proposed and the CEAL Executive Board approved the establishment of the CEAL Distinguished Service Award as the organization's highest recognition for an individual CEAL member who meets the criteria of the award. The Task Force on establishing the CEAL Distinguished Service Award was formed in 2018. The award recipient will be chosen by CEAL biennially, and the award will be presented by the CEAL President at the following CEAL Annual Conference.

3. Number and Frequency of Awards

- 1) One award will be given biennially (beginning in 2020).
- 2) No award will be given if no nominated candidate is chosen.

4. Nomination Criteria

- 1) Nominators must be current CEAL members.
- 2) Nominees must be current or former CEAL members.
- 3) Each nominator may only submit one (1) nomination.
- 4) Previous award recipients may not be nominated again.
- 5) Self-nominations are not accepted.

5. Nomination Timeline

- 1) The Task Force shall issue a call for nominations in August (biennially).
- 2) The deadline for submissions of nominations will be announced in November (biennially).
- 3) Selection of the award recipient is to be made by the end of January (biennially).
- 4) The announcement of the award recipient will be made at the CEAL Annual Conference (biennially).

6. Nomination Package

- 1) The nomination form must be completed in its entirety. To receive consideration, nominations must be received by the announced date in November (biennially).
- 2) Electronic submissions through the online nomination form are required (preferred format of the documents to be determined by the Task Force prior to announcement and call for nominations).
- 3) All nominations must be made using the nomination form provided on the CEAL Website. The form should include the following:
 - A. **Nominator Information**
 - i. Full Name
 - ii. Title
 - iii. Name of Institution
 - iv. Contact information
 - v. CEAL Membership Status (Current member)
 - vi. Signature
 - vii. Date of signature
 - viii. Certification of willingness to be recognized as nominator
 - B. **Nominee Information**
 - i. Full Name
 - ii. Title
 - iii. Name of Institution
 - iv. Contact information
 - v. CEAL Membership Status (Current/Former member, CEAL Membership starting year, Retirement year)
 - vi. *Supporting documents, including:*
 - a. Current curriculum vitae for the person being nominated
 - b. Formal nomination letter from the nominator, outlining how the nominee meets the selection criteria
 - c. Three (3) letters of support

Note 1: It is the responsibility of the nominators to provide all supporting documentation.

Note 2: All letters of support should be compiled by the nominator and submitted together with the nomination, using the nomination form provided on the CEAL Website.

Note 3: Petitions and letter-writing campaigns (beyond those letters included with the application) are discouraged and will not be considered in the evaluation process, nor will they influence the Task Force.

7. Selection Criteria

The award is CEAL's highest honor, recognizing extraordinary excellence in East Asian librarianship. It honors remarkable professional practice and great service to library users, which is exemplified in many ways and includes all aspects of library work, from public service to technical services and administration, and service to the profession through CEAL and other professional organizations. It also includes insightful and relevant research, writing, and inspired teaching. Award recipients are library professionals whose work exemplifies outstanding creativity, leadership and/or scholarship in service to East Asian libraries.

8. Notification of Award

The award recipient shall be notified prior to the official announcement of the award as soon as

the award is approved by the EB.

9. Presentation of Award

- 1) A plaque will be presented to the award recipient at CEAL annual conference to commemorate the occasion.
- 2) Award recognition:
 - A. A short article with a photo (optional) of the award recipient will be published in the February issue of JEAL and on the CEAL website in February.
 - B. A letter of recognition from the CEAL President shall be sent to the award recipient's University Librarian and/or other institution head as appropriate before the CEAL annual conference.

Note 1: A list of all CEAL Distinguished Service Award recipients will be published on the CEAL Website.

10. Discontinuing/Suspending or Reviving the Award

- 1) **The CEAL Distinguished Service Award may be discontinued or suspended by the CEAL Executive Board for any reason, such as the following:**
 - A. A general lack of interest in the award, as shown by the failure of the Task Force to receive any nominations for the award.
 - B. Continuing pressure brought to bear on the Task Force to influence the selection of an award recipient.
 - C. Any other reasons deemed appropriate by the CEAL Executive Board.
- 2) The Task Force may recommend to the CEAL Executive Board to discontinue or suspend the CEAL Distinguished Service Award for one of the reasons listed above. The recommendation must specify the effective date of the discontinuation or suspension.
- 3) Should the award be inactive, the CEAL Executive Board may revive it based on renewed interest from the CEAL membership.

11. Composition of the CEAL Distinguished Service Award Task Force

- 1) The President shall appoint, with the approval of the Executive Board, the Chair of the Task Force.
- 2) The Chair of the Task Force shall be the immediate past president of CEAL.
- 3) The Chair of the Task Force shall appoint members to serve on the Task Force. The Task Force should consist of a chair, a maximum of four (4) additional members; the CEAL president shall serve as an ex-officio member.
- 4) Task Force members should reflect the CEAL membership as a whole, with a broad and balanced representation of geographic areas, specializations, and fields of expertise. Task Force members must include all three geographic/linguistic "areas": China, Japan, and Korea.
- 5) At least one of the members should be appointed from the current Executive Board.
- 6) If the Chair does not complete his/her term, the President shall appoint, with the approval of the Executive Board, a new Chair to complete the remainder of the term.
- 7) If any member does not complete his/her term, the Chair shall appoint a new member to complete the remainder of the term.
- 8) The Chair of the Task Force, in consultation with the President, the Vice President/President-Elect, and the Secretary, shall assume overall responsibility for carrying

- out the Task Force's mandate, unless otherwise arranged by the Executive Board.
- 9) To ensure smooth and timely work of the Task Force, members of the Distinguished Service Award Task Force may not be nominated for the award. Once the Task Force is formed, the members' names will be announced to the CEAL membership.

12. Responsibilities of the CEAL Distinguished Service Award Task Force

- 1) The CEAL Distinguished Service Award Task Force (hereafter the Task Force) shall publicize the award through announcements in *Eastlib* and in CEAL Annual Meetings.
- 2) Policy questions regarding criteria or eligibility for the award may be directed to the Task Force Chair for clarification.
- 3) The Task Force shall call for and review nominations and select the award recipient.
- 4) The Task Force shall present its selection to the President who will take it to the CEAL Executive Board (EB) for approval.
- 5) The Task Force shall thank all nominators for their efforts and inform them that the result will be announced officially and contact to inform the award recipient the good news. Award disclosure shall remain confidential until the official announcement has been made.
- 6) The Task Force shall coordinate with the President regarding the award ceremony.
- 7) The Task Force shall work with the Library Technology Committee and the Publications Task Force for publicizing the award recipient.
- 8) The Task Force shall serve a term of seventeen months (January through May of the next year), including the award nomination process, through to the presentation of the award, and including any necessary follow-up after the presentation.
- 9) The Task Force shall submit a report at the end of its term, which may include any necessary recommendations regarding the award.