

Judging Panel Terms of Reference

Annual South Australian Library and Information Award (SALIA)

1.0 Purpose

The purpose of these Terms of Reference is to outline the roles, responsibilities, and processes for the judging panel of the ALIA SA Inaugural Recognition Award, to hereby be referred to as the SALIA. The judging panel is responsible for assessing and selecting the recipient(s) of the award based on predetermined criteria. Please use in conjunction with the Terms of Reference for the Annual South Australian Library and Information Award (SALIA).

2.0 Composition of the Judging Panel

- 2.1 The judging panel shall consist of four members appointed by the ALIA SA Executive Committee.
- 2.2 The panel shall include individuals with diverse backgrounds, expertise, and experience in the library and information sector.
- 2.3 The judging panel shall appoint one member of the panel as the Chairperson.

3.0 Responsibilities of the Judging Panel

- 3.1 Review and Selection Process
 - 3.1.1 The judging panel shall review all submitted nominations for the SALIA.
 - 3.1.2 The panel shall assess the nominations based on the predetermined criteria provided by the ALIA SA Committee.
 - 3.1.3 Each panel member shall independently evaluate the nominations and provide their assessments to the judging panel.
 - 3.1.4 The panel shall convene to discuss the nominations, share assessments, and reach a consensus on the recipient(s) of the award.
 - 3.1.5 The panel shall maintain strict confidentiality regarding the nomination materials and discussions.

4.0 Criteria

- 4.1 The panel shall consider the established criteria for the SALIA, which may include factors such as leadership, innovation, impact on the profession, and contributions to the library and information community.
- 4.2 The panel shall apply a fair and unbiased approach in evaluating the nominations and ensuring equal opportunities for all nominees.
- 4.3 A rubric may be used for marking.

5.0 Communication

- 5.1 The panel shall maintain regular communication with the ALIA SA Committee throughout the selection process, providing updates on progress and seeking clarification, if required.

5.2 The panel shall communicate the final decision and the rationale behind it to the ALIA SA Committee.

6.0 Confidentiality and Conflict of Interest

6.1 Panel members shall maintain strict confidentiality regarding all nomination materials and discussions.

6.2 Panel members shall disclose any potential conflicts of interest with any nominee and shall recuse themselves from assessing or discussing that particular nomination.

7.0 Award Presentation

7.1 The panel shall provide the ALIA SA Executive Committee with a recommendation for the recipient(s) of the award.

7.2 The panel may be requested to attend the award ceremony to present the award, if feasible.

8.0 Term of Appointment

8.1 The judging panel's term of appointment shall be for the duration of the SALIA selection process.

8.2 The panel members may be reappointed for subsequent award cycles at the discretion of the ALIA SA Committee.

9.0 Quorum

9.1 A majority of the members.

Review of Terms of Reference

These Terms of Reference shall be reviewed periodically by the ALIA SA Committee and revised as necessary to ensure their continued effectiveness and relevance.

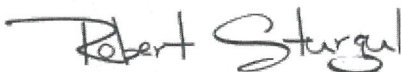
By accepting the appointment to the judging panel, each panel member acknowledges their commitment to adhere to these Terms of Reference and carry out their responsibilities in an ethical and professional manner.

Approved by:



[ALIA SA Group Co-Convenor]

10/07/2023



[ALIA SA Group Treasurer]

10/07/2023