



Victorian Library and Information Award (VLIA) Judging Panel Terms of Reference

1.0 Purpose

The purpose of these terms of reference is to outline the roles, responsibilities, and processes for the judging panel of the Victorian Library and Information Award, (VLIA or the Award). The VLIA judging panel (the panel) is responsible for assessing and selecting shortlisted nominees and the recipient of the Award based on predetermined criteria. These Terms should be used in conjunction with the VLIA Terms of Reference

2.0 Composition of the Judging Panel

- 2.1 The panel shall consist of three members appointed by ALIA Victoria (ALIAVic) and approved by ALIA National.
- 2.2 The panel shall include individuals with diverse backgrounds, expertise, and experience in the library and information sector. It is preferred that one member be a representative of ALIA National (e.g. office liaison)
- 2.3 Nominated candidates and members of the ALIAVic committee (the Committee) are ineligible for inclusion on the judging panel.

3.0 Responsibilities of the Judging Panel

3.1 Review and Selection Process

- 3.1.1 The panel shall review all submitted nominations for the VLIA.
- 3.1.2 The panel shall assess the nominations based on the predetermined criteria provided by the ALIA Victoria Committee (the Committee).
- 3.1.3 Each panel member shall independently evaluate the nominations.
- 3.1.4 The panel shall convene to discuss the nominations, share assessments, and reach a consensus on the winner of the Award and up to five (5) shortlisted nominees
- 3.1.5 At least one month before the Award Ceremony the panel will provide to the Committee a shortlist of up to five (5) nominees, and the final decision of one (1) Award Recipient including reasons for the decision.

3.2 Non-Selection

- 3.2.1 If there are no eligible nominees in a given year, or no nominees are judged to meet the criteria for selection, the panel shall communicate that to the Committee, referring to the VLIA Terms of Reference, section 3.3.

4.0 Criteria

- 4.1 The panel shall consider the selection criteria for the VLIA provided by the Committee.
- 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 judging.

5.0 Communication

- 5.1 The panel shall maintain regular communication with the Committee throughout the selection process, providing updates on progress and seeking clarifications, if needed.

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 or perceived conflicts of interest with any nominee to the Committee and other panel members as soon as they become aware of it. If a conflict of interest exists, the Committee may require the panel member to recuse themselves from assessing or discussing that nomination. Failure to disclose a conflict of interest may result in removal from the panel at the discretion of the Committee.

7.0 Award Presentation

- 7.1 The panel or a representative thereof may be invited to attend the Ceremony to present the award.

8.0 Term of Appointment

- 8.1 The panel's term of appointment shall be for the duration of the VLIA selection process in a single year.
- 8.2 The panel members are eligible to be reappointed for in subsequent years at the discretion of the Committee.