**UK Pupil Library Assistant of the Year 2026**

**Official Nomination Form for Secondary Pupils**

*The Proposer should complete all sections of this form except the statements required from the nominated pupil and Headteacher. Please be aware that any information in this form may be used to highlight the role of Pupil Library Assistants and school libraries with statements used in printed material, on websites as well as on social media and in news articles. If you would like to include confidential information which shouldn’t be made public, please make that clear on the form.*

*There are five sections, please ensure they are all completed before sending your nomination form in.*

1. **About the School:**

School name:

School address:

Postcode:

Email:

Telephone:

1. **About the Proposer:**

Name of Proposer:

Job title:

Email address:

1. **About the Nominated Pupil Library Assistant**

Name of Nominee:

Year Group:

Date commenced as Pupil Library Assistant:

**Statement from Nominated Pupil:**

I agree to be nominated for Pupil Library Assistant of the Year and I feel I make the following contribution to my school library:

Please describe your habits as a reader or library user:

1. **The Nomination (to be completed by the Proposer)**

*Please detail your reasons for nominating this person by answering the below questions - do not send any additional supporting material at this stage. Please ensure you refer to the criteria in the Notes section below to give your nominee the best chance.*

* **How do the nominees’ personal qualities qualify them to be the winner of this Award?**
* **Please provide some examples of their contribution** (*i.e. helping other pupils, taking part in Pupil Committee, helping with library web pages, helping with displays, etc.)*
* **How are they a role model for other pupils, (including how they advocate within and beyond the school community where relevant)?**
* **How does the nominee use resources (including digital) to effectively to support the library service?**
* **How does the nominee promote the library and make sure it’s accessible to all pupils?**
* **In one sentence, what is the impact of the nominee?**
1. **Head Teacher statement**

*The Head Teacher is required to submit a supporting statement with this nomination form.*

Name of Head Teacher:

Email:

**Do you approve this nomination for Pupil Library Assistant of the year and why?**

**Nomination Notes**

Please return the completed form to the PLAA judging panel by **email** to **libpupilaward@gmail.com**

**Deadline for submission of nominations:** midnight, Monday 10 November 2024.

**Criteria for entry:**

This Award is to recognise the contribution made by pupils who help in their school libraries, to acknowledge the skills gained and to give them the recognition they deserve, both within and outside their school community.

**Eligibility:**

**​**

* Pupils must have served within a school library for at least one year at the time of nomination.
* Only one pupil per school can be nominated.
* This form is for secondary pupils only.

**What are the judges looking for?**

* The judges are looking for a pupil who has made a difference in their school library.
* The nominated pupil could exhibit many of the following desirable qualities:

- Supports the vision and goals of the library

- Promotes the role and services of the library to the school community

- Acts as a role model for other pupils

- Willing to help pupils and staff

- Promotes reading and/or library use

- Is enthusiastic about the library, its role and resources

- Is punctual, reliable and trustworthy

- Works accurately and can demonstrate good skills

- Is a regular library user and has a good knowledge of books and resources in the library

- Is innovative and supportive to the library staff

The nominee should make an impact on their school library which can be demonstrated by themselves and their nominator. They are also encouraged to reflect on how helping out in the library has helped them as an individual.