



**New Castle Public Library**  
207 E. North St., New Castle, PA 16101  
724-658-4022 | [www.ncdlc.org](http://www.ncdlc.org)

## **Library's Finest (formerly known as 30 Under 40) FAQs**

### **WHAT IS THE AGE REQUIREMENT FOR THE LIBRARY'S FINEST CANDIDATES?**

To be eligible for consideration in the Library's Finest, nominees must be under the age of 40 at the time of our Recognition Dinner in mid-April 2024. Those under the age of 18 must have a guardian complete a consent form prior to being admitted. Students have the opportunity to be paired with a mentor for the Rotary Club of New Castle or a Friend of the New Castle Public Library with guardianship permission.

### **HOW DO I NOMINATE SOMEONE FOR THE LIBRARY'S FINEST?**

Nominations for the Library's Finest will open in mid-October 2023. You can enter a nomination [here](#). You just need your nominee's name, job title, phone number, e-mail address, and a brief explanation of why you think they should be named to the Library's Finest. Then we send the nominee questionnaire directly to the nominee and get all the information we need from them. Once the nomination is accepted by the Library's Finest Committee fundraising efforts can begin.

### **CAN I NOMINATE MORE THAN ONE PERSON?**

Yes. You can nominate as many people as you'd like— including yourself—and you can nominate colleagues, friends, family members, or someone you know through their work in the community.

### **I RECEIVED AN E-MAIL SAYING I WAS NOMINATED, WHAT DO I DO NOW?**

Congratulations, someone has nominated you for Library's Finest. We have a two-step nomination process and you must now complete the nominee questionnaire as well as background checks before or on November 15th, 2023 at 11:59 PM. The form includes questions about your career achievements, education, volunteering, and community work. It also asks for references from your work and volunteering experiences. The e-mail you received telling you that you were nominated includes a link to the nominee form through Google.

### **WILL THE NOMINEES BE TOLD WHO NOMINATED THEM?**

No. The nominees will only be told that they were nominated and that they need to fill out a second form, the nominee questionnaire, but we won't tell them who nominated them (but feel free to tell them yourself if you'd like).

### **WHAT MAKES SOMEONE A GOOD CANDIDATE FOR THE LIBRARY'S FINEST?**

Those being nominated are the best and brightest in the region. They are uniquely different from one another but they are all high achievers. They include students, business people, entrepreneurs, artists, designers, athletes, community organizers, politicians, teachers, inventors and more. They give back to the community and elevate the region through their work, whether it be in their career or volunteer work. They inspire us through everything they do.

### **THE PERSON I WANT TO NOMINATE LIVES OUTSIDE OF NEW CASTLE. CAN I STILL NOMINATE THEM?**

Yes, the Library's Finest is not limited to New Castle. Those nominated, however, must reside in our New Castle District (Mercer, Lawrence, Butler, and Armstrong Counties), exceptions will be made for college students going to school and residing inside and outside of Lawrence County. We are looking for individuals with a strong connection to Lawrence County and the mission of the New Castle Public Library.

### **WHY DO I HAVE TO COMPLETE A NOMINEE QUESTIONNAIRE IF I WAS ALREADY NOMINATED?**

We want to ensure that we have enough information to give us a clear picture of who the nominees are and what they have accomplished. Oftentimes nominators may not be able to fully describe the nominee. With this said, we aim to go straight to the source and ask the nominees to tell us themselves what they've done. Your nomination is judged mainly on what you put in the nominee questionnaire – the information you provide and how clear it is.

### **WHAT WILL HAPPEN IF I DON'T COMPLETE THE NOMINEE QUESTIONNAIRE?**

If you have been nominated but you do not complete the nominee questionnaire you will not be eligible for the Library's Finest and your information will not be sent to our judges for consideration.

### **HOW ARE THE LIBRARY'S FINEST SELECTED?**

From the nominations received our Library's Finest Committee creates a short list of the nominees who have demonstrated the highest levels of achievement, whether in their education or workplace careers and community work. We also look for well-rounded candidates who have achieved high levels in both career and volunteer work.

The qualified nominees are sent to our judging panel made up of leaders in the community, library staff, and the board of directors. The panel goes through these nominations with a fine-toothed comb and debates the merits of the candidates, weighing their achievements until they find the Library's Finest candidates for the year.

### **WHAT MAKES A NOMINATION STAND OUT FROM THE PACK?**

Our judges look for nominees who have achievements in their field of interests, which includes community work, so try to be as specific as possible when you are filling out the nomination or nominee questionnaire. Measurable achievements should be included and could include achievements such as increasing profits, awards from professional associations or other groups, or completion of a project, but we know that many achievements aren't easily quantified or previously acknowledged, so give us as much detail as you can. With regards to student nominations, our judges are looking for academic achievements and community and student organization involvement. The judges will also look for community and volunteer involvement that speaks to the nominee's willingness to help others as well as their commitment and contribution to our region. Again, be as specific as possible.

The qualified nominees are sent to our judging panel made up of leaders in the community, library staff, and the board of directors. The panel goes through these nominations with a fine-toothed comb and debates the merits of the candidates, weighing their achievements until they find the Library's Finest candidates for the year.

#### **THE FORM ASKS IF I CONSENT TO BEING CONTACTED FOR MORE INFORMATION, IS THIS MANDATORY?**

The form asks if NCPL can contact you for a number of different things: for more information, to let you know when gala tickets go on sale, to receive our monthly newsletters, and to ensure that you are in touch with all things happening at the library as you campaign for it. You are not obligated to agree to receive any further information from NCPL or our partners and agreeing or not agreeing is not a factor considered when we judge the nominees. However, if you say that we can't contact you for further information or to inform you of the results, we will be unable to contact you to tell you if you have been selected as a Library's Finest candidate and so you will be ineligible. You can unsubscribe from any and all contact from NCPL at any time.

#### **WHEN WILL I FIND OUT IF I HAVE BEEN SELECTED AS A LIBRARY'S FINEST NOMINEE?**

Due to the high number of nominees, we may be unable to contact all nominees to let them know the status of their nomination. Only those who are selected for this year's Library's Finest are guaranteed to be contacted. The Library's Finest nominees will be announced in the December NCPL newsletter mailing and also announced via a press release.

#### **WHAT HAPPENS IF I HAVE BEEN SELECTED?**

Congratulations! You will be contacted by Carissa Neary ([events@ncdlc.org](mailto:events@ncdlc.org)), NCPL's Development Manager, to arrange for a video interview and photoshoot. If you plan on being away for any length of time between November and January, please notify Carissa when you are contacted.

#### **IF I AM SELECTED, CAN I BE DISQUALIFIED?**

Yes. NCPL reserves the right to remove nominees from the Library's Finest at any time for ANY reason, including but not limited to if the nominees can't make themselves available for sufficient time for the orientation, photography requirements, insufficient background checks (as organizations that work directly with children are expected to adhere to this policy) or if any of the information submitted in the nomination package is found to not be accurate or details change.

#### **CAN I TELL MY FRIENDS AND FAMILY THAT I AM IN THE LIBRARY'S FINEST?**

Yes – but not until the story is released in December. We know that if you are selected you will be excited and we don't expect you to keep your selection as a complete secret, but we want the announcement of the list to be a surprise, so please refrain from advertising your selection to the Library's Finest competition, in any form, including Facebook, Twitter, LinkedIn, etc. Failure to abide by this rule may result in your removal from the list.

#### **HOW MUCH TIME DO I NEED TO BE SUCCESSFUL IN LIBRARY'S FINEST COMPETITION?**

Your level of commitment is imperative to the success of the Library's Finest. Not only is this a way for you to demonstrate your success and this achievement is something that looks great on a resume, but it is an opportunity for the library to raise essential funds.

Library's Finest candidates will be expected to assist the library in raising funds through securing donations but not limited to hosting events benefiting the library.

#### **ASIDE FROM HELPING FUNDRAISE WHAT ELSE IS REQUIRED OF ME?**

We require all Library's Finest participants to get their [clearances](#) as you are representing and volunteering for the library (as organizations that work directly with children are expected to adhere to this policy).

Participants will be required to attend an orientation session with our team so that we can answer any questions. Additionally, participants will be getting their headshot taken for publication by the library and news station as appropriate.

Participants must acknowledge the necessary forms and policies that will be shared.

#### **MY STUDENT WANTS TO PARTICIPATE, CAN THEY?**

Yes - we welcome students to participate. We will match your student with a mentor from the Rotary Club of New Castle or the Friends of the New Castle Public Library. Students will also need to participate in an interview process and headshots. We will require that you and your student complete and acknowledge necessary forms and policies.

#### **WHAT IS A TIMELINE FOR THE LIBRARY'S FINEST COMPETITION?**

The timeline is as follows:

November 15, 2023 - Nominees Form and Background Checks Submitted and Completed

Beginning of December 2023 - Library's Finest Candidates Informed

December 11 and 14, 2023 - Candidate Orientation

Zoom options are available, but in-person attendance is preferred.

Mid-December 2023 - Public announcement of candidates

January 22, 2023 - Progress Check-In I

March 13, 2023 - Progress Check-In II

April 2023 - Recognition Banquet

#### **WHAT IS A MENTOR AND HOW ARE THEY ASSIGNED?**

Our mentors consist of members from the Rotary Club of New Castle and the Friends of the New Castle Public Library. The mentors are available to help participants make connections within the community and provide advice with their fundraising efforts. All participants under the age of 18 have the option to have a mentor, the [Mentorship Program Form](#) must be executed.

#### **WHAT ARE SOME EXAMPLES OF FUNDRAISING EFFORTS?**

Some examples include hosting a dining night at a local restaurant, raffle ticket sales, fun runs, and plant sales to name a few when a portion of the proceeds benefit the library. Our mentors will be able to assist the participants with making connections in the community and providing advice on the events proposed.

#### **MY QUESTION WAS NOT ANSWERED, WHO CAN I REACH OUT TO?**

For any questions not addressed, please contact Carissa Neary at [events@ncdlc.org](mailto:events@ncdlc.org) or 724.658.6659 extension 115.