

SOA Membership and Awards Committee

2025 Rubric for Merit Awards

The following information is taken from the SOA website:

Merit Award

Since 1994, the Society of Ohio Archivists Merit Award is awarded to individuals or organizations that have by excellence in deeds, actions, or initiatives *improved the state of archives in Ohio over the past year*. The Membership & Awards Committee is responsible for soliciting nominations and submitting recommendations to Council. Awards are announced and presented at the Annual Meeting.

Merit Award Criteria

- This award shall be given to individuals or organizations that have by excellence in deeds, actions, or initiatives improved the state of archives in Ohio over the past year.
- The Merit Awards shall not be limited to any one scope of endeavor that benefits the work of archivists in Ohio or limited in the number of awards that may be presented each year.
- The sole criteria for this award shall be excellence in the furtherance of the purposes of SOA as stated in part 2 of its Constitution and By-Laws in any manner considered appropriate by the Council of the Society of Ohio Archivists [see below]
- Council will encourage the membership of SOA to nominate individuals for the Merit Awards and these nominations will be the basis for the council's action in designating recipients.

Nominations should include the following information:

- Name of nominee;
- Nominee's employer or institution;
- Nominee's mailing address, phone number, and email address;
- Reasons for nomination;
- The nominator's contact information so that the awards committee may contact you for additional information.

Name of Nominee:

Criteria	Ranking	Comments
Nomination complete (This is yes/no. Complete application=3 pts.)		
Nominee furthered the purposes of SOA as delineated below		

Text from the SOA Constitution and Bylaws Part 2:

The Society of Ohio Archivists is established to provide a means for individuals employed in archives and manuscript repositories in the State to work together:

- to promote the appreciation and preservation of the manuscripts and archival resources of the State
- to make such collections more generally useful by encouraging and supporting the publication of finding aids
- to improve standards of professional competence in the State’s archival repositories
- to pursue fruitful cooperation with professionals in related disciplines such as historians and librarians
- to coordinate activities in the field in the State by exchange of information concerning collections and consultations on fields of collecting interest.

1 point	2 points	3 points
Nominator provides little or weak evidence that the nominee achieved any of the SOA goals delineated in Part 2.	Nominator provides satisfactory evidence that the nominee achieved 1 or more of the SOA goals delineated in Part 2. Nominator provides examples of how the nominee’s actions, deeds, or initiatives improved the state of archives in Ohio.	Nominator provides substantive evidence that the nominee achieved 1 or more of the SOA goals delineated in Part 2. Nominator provides examples of how the nominee’s actions, deeds, or initiatives were outstanding in improving the state of archives in Ohio.