2023 AIA/ALA Library Building Awards
Sample Application

Submitter Information

First Name *	
Last Name *	
Company Name *	
Phone # *	
Email Address *	

Demographic Information	All demographic information provided is confidential, and only used for used for statistical purposes.
Firm Size*	Please indicate the size of the candidate firm: - 0-25 - 26-50 - 51-100 - 100-1000 - 1000+
Firm Gender Demographics*	- Male - Female - Other - No response/Choose not to disclose
Firm Demographics*	Please provide race and ethnicity demographic information pertaining to the employees of the nominating firm. - American Indian or Alaska Native - Asian - Black or African American - Hispanic/Latino - Native Hawaiian or Other Pacific Islander - White - Other - No response/Choose not to answer

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Firm AIA Membership*	-Non-Member -Associate AIA -AIA -FAIA -Emeritus -Hon. FAIA -Hon. AIA
Submitting Architect's Name*	
Submitting Architect's Email Address*	
Submitting Architect's Address*	
AIA Member ID#*	

Judging Criteria, Jury List & Release From

Deadline and entry fees	Libraries are more than learning centers—they're also enduring examples of architectural excellence. Every year, the AIA is proud to partner with the American Library Association/Library Leadership and Management Association to honor the best in library architecture and design. The AIA/ALA Library Building Award is the only award that recognizes entire library structures and all aspects of their design. - the deadline for submission is **January 12, 2023 prior to 5pm Eastern** - all deadlines are strictly observed - the **non-refundable** entry fee per entry is $400 - it is incumbent on the submitter to make sure that all third-party forms are complete by the deadline (Unpaid Labor Declaration/Code of Ethics and Client Authorization)
Project Name *	The name provided will be used in all print and electronic communication should this project be selected.
Judging Criteria	

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The jury evaluates entries based on how successfully projects have met their individual requirements. Entries are judged individually—not in competition with each other.

All projects must demonstrate design achievement, including a sense of place and purpose, of ecology and environmental sustainability, and of history.

Since both architects and clients are recipients of an AIA/ALA Library Building Awards, submitting architects must notify their clients of the program requirements prior to entering. Entries will become the property of the AIA and will be retained in the collections of the AIA Library and Archives and the American Library Association. The ALA will also retain access to all other entries for research purposes.

Entrants

- Architects licensed in the US.
- On team projects, the architect submitting the entry does not have to be the head of the team.
- All team, group, or firm projects must credit all who substantially contributed in any capacity (for example, landscape architects and construction firms).

Projects

- The award is open to all types of libraries that permit public access.
- The library must be in service and completed after January 1, 2018.
- New construction, renovations, restorations, conversion to library use, and interior redesign and refurbishing are eligible.
- Projects may be located anywhere in the world.

2023 AIA/ALA Library Building Awards Jury

TBD

Causes for Disqualification

- Any project that credits a jury member or firm as architect, associate architect, consultant, or client is ineligible and will be disqualified if submitted.

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- Communication with the jury from the time of submittal to completion of the jury process by the candidate or anyone acting on their behalf is inappropriate and cause for disqualification.

Release Form

Information and illustrations for any project receiving an award or chosen for inclusion in any award citation will be taken from the information and materials submitted by the entrant ("Entrant"). There may be no further communication with the Entrant prior to the announcement of an award. Accuracy, therefore, is essential.

BY MAKING A SUBMISSION, THE ENTRANT AGREES THAT THE INFORMATION CONTAINED IN THE ENTRANT'S CONCEALED IDENTIFICATION FORM AND ANY OTHER INFORMATION OR MATERIALS SUBMITTED BY THE ENTRANT ARE COMPLETE AND ACCURATE. THE ENTRANT FURTHER AGREES TO INDEMNIFY AND HOLD HARMLESS THE AMERICAN INSTITUTE OF ARCHITECTS ("AIA") AND HANLEY WOOD, LLC, FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF THE USE OF ANY INFORMATION OR OTHER MATERIALS SUPPLIED BY THE ENTRANT. ALL ERRORS OR OMISSIONS ARE THE SOLE RESPONSIBILITY OF THE ENTRANT.

The Entrant further certifies that Entrant has obtained all permissions necessary to permit the AIA to publish, without financial or other obligation, any information, photograph or other materials submitted by the Entrant, including any permissions required from any individual, architect, contractor, owner or photographer, and such grant will include the necessary permissions to include the same in the AIA's designated periodical(s), published by Hanley Wood, LLC, for purposes of any announcements for this awards program. The Entrant certifies that the AIA is authorized to use all such materials as it may deem appropriate in connection with this awards program, including publicizing the program itself.

Terms and Conditions *	By entering my name below, I acknowledge that I have read and agree to the above terms and conditions.
	□ I Agree

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Name *	

Unpaid Labor Declaration

All Firms Approval Page *	- If you cannot answer **'Yes'** to the *Unpaid Labor Declaration Policy*, you are not eligible to submit for this award - please contact HonorsAwards@aia.org should you have any questions concerning our *Unpaid Labor Declaration Policy* - If you cannot answer **'Yes'** to the *Submission Approval Statement* please contact the Submitting Architect to agree on a suitable resolution for proper credit The Entrant and all **architecture** firms involved in the project agree that the information and/or materials being submitted are complete and accurate. Please list your **firm** name as the submitting architect associated with this project and respond to the statements below.
All Firms Approval Cont'd*	- I acknowledge adherence to the terms of this Policy
Unpaid Labor Declaration *	If you cannot answer 'Yes' to the Unpaid Labor Declaration policy, you are not eligible to submit for this award. Please contact HonorsAwards@aia.org should you have any questions concerning our Upaid Labor Declaration policy. □ I declare, acknowledge, and affirm that I do not utilize, employ or otherwise engage labor that is unpaid, including working students, and neither does any firm of which I am an owner or manager, in part or in whole. I acknowledge this wording shall cover all persons working under my employ or that of my firm, regardless of position or title. I recognize that exceptions recognized by federal law (such as legally defined internships or education al cooperative programs) or by the AIA Rules of the Board are exempt from this Policy. □ I further declare, acknowledge, and affirm that I have not utilized any unpaid labor as defined above: for a minimum of 5 years prior to the application deadline for all Institute Honor Awards (if I am a candidate for such an award); and a minimum of 10 years prior to the

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	application deadline for all other Institute Honors, including the Honors Program, Membership Honors Awards, and Collaborative and Achievement Awards (if I am a candidate for any of those awards. □ I acknowledge adherence to the terms of this Policy.
Unpaid Labor Cont'd*	□ I affirm that I do not have unpaid intern architects, including working students, and neither does any firm of which I am an owner or manager. □ I understand that the Project my firm was involved in is being submitted for this award and I have no objections to this submittal.
Code of Ethics and Professional Conduct*	The AIA stands for universal respect for human dignity, and the unbiased treatment of all persons in employment, civic, and business transitions regardless of race, gender, sexual orientation, gender identity, physical abilities, or religious practices. □ I affirm that I uphold this value in all my business and professional practices, and in all my activities and conduct relating to the AIA.
Code of Ethics and Professional Conduct Cont'd*	In addition, the Rules of Conduct of the AIA Code of Ethics and Professional Conduct are mandatory for all AIA members and enforceable by the National Ethics Council. **Rule 1.401** – Members shall not engage in harassment or discrimination in their professional activities on the basis of race, religion, national origin, age, disability, caregiver status, gender, gender identity, or sexual orientation. **Rule 1.402** – Members shall not engage in conduct involving wanton disregard of the rights of others. **Rule 2.101** – Members shall not, in the conduct of their professional practice, knowingly violate the law. **Rule 2.104** – Members shall not engage in conduct involving fraud. □ I affirm that, throughout the course of my AIA membership, I have consistently abided by the standards set by Rules 1.401, 1.402, 2.101 and 2. 104 of the 2018 AIA Code of Ethics and have not engaged in conduct that may have violated the standards stated there.

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	□ I understand and agree that the AIA may take any action it finds appropriate (including the withdrawal of any honor or award) if any affirmation I have made is false, misleading, or deceptive, or for any other reason the AIA may in its sole discretion determine is appropriate.
Background Check*	The AIA reserves the right to conduct a background check of recipients of AIA Honors and Awards: □ I understand any potential recipient of an AIA Honor or Award program may be subject to a background check and hereby consent to such a background check and to such other inquiry as the AIA, in its sole discretion, may determine to be appropriate.
Add additional architecture firm(s)? *	Any additional architectural firms involved with the project must complete the Unpaid Labor Declaration and approve of this submission. Please list any architecture firm name associated with the project and provide a contact within the firm to respond to the Unpaid Labor Declaration and approve of this submittal. □ Yes *(opens additional space to provide additional firm details)* □ No
Architecture Firm Name #2 *	
Contact Person #2 *	Full Name
	Email
Add another firm? *	□ Yes *(opens additional space to provide additional firm details)* □ No

Collaborative Acknowledgements

	It is the policy of the American Institute of Architects to promote and recognize high levels of collaboration between all members of the

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	design team. (It is the policy of the AIA to list <u>only firm names, not individuals</u>.) The submitting architect must accurately and completely list all other parties including, but not limited to, Engineers, Interior Designers, Landscape Architects, Planners, and Programmers who were part of the project team, as well as the Client/Owner (which may be an individual).
Client/Owner Name *	
Confidential? *	Would the client/owner like to remain anonymous? □ No, the client/owner information may be used in accordance with AIA Police. □ Yes, the client/owner information is CONFIDENTIAL – NOT FOR PUBLICATION
Client Authorization	Client authorization must be received by AIA to avoid disqualification. A separate email will be sent to your client in order to receive approval to enter this project into the AIA/ALA Library Building Award.
Client/Owner Phone # *	
Client/Owner Address *	Street Address Line 2 City Country State / Province Zip / Postal Code

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Project Team	List all Engineers, Interior Designers, Landscape Architects, etc. who were part of the project team. Format as 'Type of Service: Firm Name for example: Associate Architect: Firm Name Consultant: Firm Name; Firm Name Engineer - Civil: Firm Name Engineer - MEP: Firm Name Engineer - Structural: Firm Name; Firm Name General Contractor: Firm Name Landscape Architect: Firm Name

Copyright Information

Greater Rights *	For good and valuable consideration, the exchange of which is hereby acknowledged, I grant The American Institute of Architects ('AIA') a non-exclusive license to use my copyrighted Work, including any text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies or other copyrightable material, (the "Work") identified on this form and submitted in connection with this submission as follows. This license shall permit limited rights to use, reproduce, crop or resize, publicly display, distribute and transmit worldwide the Work during the full term of the copyright in all media, now known or hereafter devised, including the internet, without payment of any royalty or license fee, as follows: • in connection with the announcement of any awards under the awards program and the promotion of the awards program itself. • in connection with efforts to educate architects through the AIA's slide rental program and any similar programs in different media, in which AIA members, only, have access to view the Work; provided, however, that AIA shall implement reasonable technological measures to ensure that access is limited to AIA members, shall provide written notice accompanying each access to the Work specifying the conditions under which the Works may be used and that any other use requires additional permissions from me, and shall provide the written contact

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	information supplied below so that the AIA member can contact me for permission for further use. This license applies when the entrant has not secured greater rights to copyrighted material by a license or other agreement. If the entrant has previously secured greater rights to the copyrighted material, please select 'Entrant has secured greater rights to copyrighted material' below. □ Entrant has NOT secured greater rights to copyrighted material and understands that all work on this submission should cease until they have secured these rights. □ Entrant has secured greater rights to copyrighted material.

Copyright Information File *	Please provide a **.PDF file** showing the following information
	
	• For announcement images:
	   o Thumbnail
	   o Caption – under 200 characters
	   o Copyright credit (name and contact information) – who took the photo
	   o Copyright notice (name and contact information) – who owns the photo
	
	• For all images in the submission file:
	   o Thumbnail
	   o Page of the submission it appears on
	   o Copyright credit (name and contact information) – who took the photo
	   o Copyright notice (name and contact information) – who owns the photo
	
	• For work featured in the submission file (e.g. text, brochures, drawings, photographs, graphics, plans, books, or other copyrighted material):
	   o Author/Creator
	   o Copyright owner
	   o Publication date
	
	Upload

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Permissions and Indemnification *	By submitting this Copyright Permission Form for Textual and Visual Works, I represent that I have obtained all permissions that I believe are necessary to grant the limited rights granted by this Form and that the use or reproduction of the Work by AIA as permitted by this Permission Form shall not, to the best of my knowledge, information and belief, infringe or violate any other person's copyrights. I AGREE TO INDEMNIFY AND HOLD HARMLESS AIA FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ANY BREACH OF THESE REPRESENTATIONS. AIA AGREES TO INDEMNIFY ME AND HOLD ME HARMLESS FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ITS USE OF THE WORK. By entering your name below, you acknowledge all the information above is correct.
Photographer's Approval Form *	For any work in which you are not the copyright owner your photographer(s)'s signature is required on this form to be uploaded below as a .pdf file. If multiple photographers were used please provide all the executed forms in one PDF file. Upload
Announcement Images	Should your project be selected as the recipient please provide five images from you submission to be used for the announcement on AIA.org and upload below. Photos must be: • A .jpg file • 3200 pixels wide by 1800 pixels tall – photos must be landscape • A minimum of 72 dpi • No white border **Photos that do not meet these requirements will not be displayed.**

Announcement Image #1 *	Upload

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Announcement Image #2 *	Upload
Announcement Image #3 *	Upload
Announcement Image #4 *	Upload
Announcement Image #5 *	Upload

Framework for Design Excellence

Project Address *	Street Address
Project Address * Completion Date *	
	Line 2
	City
	Country
	State / Province
	Zip / Postal Code
Project area	What is the gross conditioned floor area (sq. ft.) of the project? <express as sq. ft.>

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Project use/type	What is the primary use type of the project?
	• Bank/Financial Institution
	• Courthouse
	• Data Center
	• Education - College/University (campus-level)
	• Education – General
	• Education - K-12 School
	• Food Sales - Convenience Store (w/ or w/out gas station)
	• Food Sales – General
	• Food Sales - Supermarket/Grocery
	• Food Service - Fast Food
	• Food Service – General
	• Food Service - Restaurant/Cafeteria
	• Health Care – Clinic
	• Health Care - Hospital Inpatient
	• Health Care - Medical Office
	• Health Care - Nursing/Assisted Living
	• Health Care - Outpatient – General
	• Laboratory - recommend use of Labs21
	• Lodging – General
	• Lodging - Hotel/Motel
	• Lodging - Residence Hall/Dormitory
	• Mixed-Use
	• Office - Small (< 10,000 sf)
	• Office - Medium (< 100,000 sf)
	• Office – Large
	• Other
	• Parking
	• Public Assembly - Entertainment/Culture
	• Public Assembly – General
	• Public Assembly – Library
	• Public Assembly – Recreation
	• Public Assembly - Social/Meeting
	• Public Safety - Fire/Police Station
	• Public Safety – General
	• Religious Worship
	• Residential - Mobile Homes
	• Residential - Multi-Family, 2 to 4 units
	• Residential - Multi-Family, 5 or more units
	• Residential - Single-Family Attached
	• Residential - Single-Family Detached
	• Residential - Mid-Rise/HIgh-Rise
	• Retail – Mall
	• Retail - Non-mall, Vehicle Dealerships, misc.
	• Retail Store
	• Service (vehicle repair/service, postal service)

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	• Storage - Distribution/Shipping Center • Storage – General • Storage - Non-refrigerated warehouse • Storage - Refrigerated warehouse • Warehouse - Self-storage Which of the following best describes your project site? • Brownfield • Not previously developed • Previously developed
Project Overview *	Please describe your project emphasizing elements of design achievement including project intentions, programming requirements, cost data, and the distinguishing aspects of your resolution. Word Limit: 500
Project History *	Provide a timeline, and summary on how the project came to be including the client's perspective from the start and what impact the project has made on the clients and the community. Word Limit: 500
Framework for Design Excellence Overview	In 2019, the AIA adopted the Framework for Design Excellence as the set of guidelines and requirements to assess project performance. Climate change requires a holistic approach, addressing the interdependencies among people, buildings, infrastructure, and the environment. The Framework for Design Excellence provides the elements that support this vision during project evaluation. While projects submitted do not need to address all the measures included in the framework, they need to highlight how they perform in this context and highlight relevant narratives and metrics when applicable. In the following sections, please provide narratives and relevant metrics to the specific measures that apply to your submission. Add N/A when not applicable or when information is not available, where relevant explain why this is the case. Submitters are expected to provide as much accurate data as possible.
Design for Integration*	1. Design for integration (500 words) Good design elevates any project, no matter how small, with a thoughtful process that delivers both beauty and function in balance. It is the element that binds all the principles together with a big idea. Describe how the project demonstrates

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	design for integration. These guiding questions are a starting point for thinking about your project's performance. • What was the concept or purpose behind this project, and how did the priorities within the nine other principles inform the unique approach to this project? • How does the project engage the senses and connect people to place? • What makes the project one that people will fight to preserve? • What design strategies can provide multiple benefits across the triple bottom line of social, economic, and environmental value?
Design for Equitable Communities*	2. Design for equitable communities (200 words) Design solutions affect more than the client and current occupants. Good design positively impacts future occupants and the larger community. Describe how the project demonstrates design for equitable communities. These guiding questions are a starting point for thinking about your project's performance. • What is the project's greater reach? How does this project contribute to creating a diverse accessible, walkable, just, human-scaled community? • Who might this project be forgetting? How did the design process and outcome remove barriers and promote inclusion and social equity, particularly with respect to vulnerable communities? • What opportunities exist in this project to include, engage, and promote human connection? • How does the design support health and resilience for the community during times of need or during emergencies?
Design for Ecosystem*	3. Design for ecosystem (200 words) Good design mutually benefits human and nonhuman inhabitants. Describe how the project demonstrates design for ecosystems. These guiding questions are a starting point for thinking about your project's performance. • How does the design support the ecological health of its place over time? • How does the design help users become more aware and connected with the project's place and regional ecosystem? • How does the design build resilience while reducing maintenance?

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	• How does the project support regional habitat restoration?
Design for Water*	4. Good design conserves and improves the quality of water as a precious resource. Describe how the project demonstrates design for water. These guiding questions are a starting point for thinking about your project's performance. • How does the project use water wisely, addressing efficiency and consumption while matching water quality to appropriate use? • How does the project's water system maintain function during emergencies or disruptions? • How does the project handle rainfall and stormwater responsibly? • How does the project contribute to a healthy regional watershed?
Design for Economy*	5. Design for economy (200 words) Good design adds value for owners, occupants, community, and planet, regardless of project size and budget. Describe how the project demonstrates design for economy. These guiding questions are a starting point for thinking about your project's performance. • How do we provide abundance while living within our means? • How did the design choices balance first cost with long-term value? • How was the performance of this project improved in ways that are cost and design neutral?
Design for Energy*	6. Design for energy (200 words) Good design reduces energy use and eliminates dependence on fossil fuels while improving building performance, function, comfort, and enjoyment. Describe how the project demonstrates design for energy. These guiding questions are a starting point for thinking about your project's performance. • How did passive design strategies contribute to the project's performance and form? • How did the project exceed building code efficiency standards to approach net zero energy and net zero carbon?

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	• Was the project powered by clean, renewable energy sources? • How does the project provide for continuous performance improvements over its lifetime?
Design for Well-being*	7. Design for well-being (200 words) Good design supports health and well-being for all people, considering physical, mental, and emotional effects on building occupants and the surrounding community. Describe how the project demonstrates design for well-being. These guiding questions are a starting point for thinking about your project's performance. • How does the design encourage a healthy lifestyle? • How does the project provide for greater occupant comfort? • How is the project welcoming and inclusive for all? • How does the project connect people with place and nature? • How did material selection reduce hazards to occupants?
Design for Resources*	8. Design for resources (200 words) Good design depends on informed material selection, balancing priorities to achieve durable, safe, and healthy projects with an equitable, sustainable supply chain to minimize possible negative impacts to the planet. Describe how the project demonstrates design for resources. These guiding questions are a starting point for thinking about your project's performance. • What factors (priorities) were considered in making material selection decisions? • How were materials and products selected and designed to reduce embodied carbon and environmental impacts while enhancing building performance? • How did material selection reduce hazards and support equitable labor practices in the supply chain? • How does the project promote zero waster throughout its life cycle? • How does the project celebrate local materials and craft? • How long will the project last, and how did that affect your material?

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Design for Change*	9. Design for change (200 words) Adaptability, resilience, and reuse are essential to good design, which seeks to enhance usability, functionality, and value over time. Describe how the project demonstrates design for change. These guiding questions are a starting point for thinking about your project's performance. • How does the project address future risks and vulnerabilities from social, economic, and environmental change? • How was the project designed for adaptation to anticipate future uses or changing markets? How does the project address passive survivability and/or livability?
Design for Discovery*	10. Design for discovery (200 words) Every project presents a unique opportunity to apply lessons learned from previous projects and gather information to refine the design process. Describe how the project demonstrates design for discovery. These guiding questions are a starting point for thinking about your project's performance. • How did the design process foster a long-term relationship between designers, users, and operators to ensure design intentions are realized and the building project performance can improve over time? • How are performance data and experiential stories shared, even if the findings fall short of the vision? • What strategies promote a sense of discovery and delight?

Framework for Design Excellence Metrics

Years of Substantial Completion*	
*	What is the gross conditioned floor area (in sq. ft.) of the project?
*	What is the primary use type of the project?
*	Which of the following best describes the project site?

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Design for Integration*	Was a design charrette or sustainability workshop conducted with owner and team?
Design for Equitable Communities*	Which of the following levels of community engagement were used during the design process? (select all that apply) ☐ No community engagement practices were applied for this project ☐ Inform: Potential stakeholders were informed about the project ☐ Consult: Stakeholders were provided with opportunities to provide input at pre-designed points in the process ☐ Involve: Stakeholders were involved throughout most of the process ☐ Collaborate: A partnership is formed with stakeholders to share in the decision-making process including development of alternatives and identification of the preferred solution ☐ Empower: Stakeholders were provided with opportunities to make decisions for the project ☐ Unknown ☐ Not applicable (please explain)
Ecosystem*	What percent of site area supported vegetation (landscape or green roof) pre-development?
Ecosystem*	What percent of site area supported vegetation (landscape or green roof) post-development?
Ecosystem*	What percent of site area is covered by native plants that support native or migratory species and pollinators?
Ecosystem*	Which of the following intentional design strategies were used to promote design for ecosystem? (select all that apply) ☐ Biodiversity ☐ Dark skies ☐ Bird safety

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	☐ Soil conservation ☐ Habitat conservation, flora/fauna ☐ Abatement of specific regional environmental concerns ☐ None of the above ☐ Unknown ☐ Not applicable (please explain)
Water*	Is potable water used for irrigation?
Water*	Is potable water used for cooling?
Water*	Is grey/blackwater re-used on site?
Water*	Is rainwater collected on site?
Water*	What percent of stormwater is managed on site?
Cost	Unless otherwise noted, AIA and the jury will keep financial information confidential. AIA will only describe financial information in public narratives with prior consent from the submitter. **Please note, the jury will not evaluate projects that are unwilling to disclose financial information to the AIA and the jury, which means such projects will not advance to the finalist or winning stages. **
Cost	What is the cost per square foot for this project (report in USD/sq ft)?
Design for Economy Regional Comparison*	How does the cost to construct this project compare to similar buildings in the region?
Energy*	Using ZeroTool, what is the 2030 Commitment baseline EUI (in kBtu/sf/yr) for the project?

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Energy*	What was the predicted EUI (in kBtu/sf/yr) of the project, including on-site renewables? Note: carbon offsets should not be counted
Energy*	What was the percent reduction from the benchmark? To calculate, first subtract predicted EUI from baseline; then divide by baseline.
Energy*	Is the project all-electric?
Well-being*	What level of air filters are installed?
Well-being*	Do greater than 90% of occupied spaces have a direct view to the outdoors?
Well-being*	Was a 'chemicals of concern' list used to inform material selection?
Resources*	Were embodied carbon emissions estimated for this project?
Resources*	What is the estimated embodied carbon emissions (in kgCO2e/m2/yr) associated with the project, including the extraction and manufacturing of materials used in construction?
Change*	What is the estimated service life of the project (in years)?
Change*	Which of the following best describes the project's ability to survive without utility power?
Change*	Which of the following risk assessment and resilience services were provided? (select all that apply) □ Hazard identification

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	□ Climate change risk □ Building vulnerability assessment □ Hazard mitigation strategies above code □ None of the above □ Unknown □ Not applicable (please explain)
Discovery*	Has a post-occupancy evaluation been conducted?
Discovery*	Which of the following building performance transparency steps have been taken? (select all that apply) □ Present the design, outcomes, and/or lessons learned to the office □ Present the design, outcomes, and/or lessons learned to the profession □ Present the design, outcomes, and/or lessons learned to the public □ Publish post-occupancy data from the project □ Publish lessons learned from design, construction, and/or occupancy □ None of the above □ Unknown □ Not applicable (please explain)

Project Information

	Project and Sustainable Design Information • Projects are strongly encouraged to meet the energy reduction goals established in the AIA Sustainable Architectural Practice Position Statement and the AIA 2030 Commitment.
Project Address *	Street Address
	Line 2

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	City
	Country
	State / Province
	Zip / Postal Code
Seats *	Provide the number of seats for Technology, Study, and Lounge as well as the number of Meeting Rooms and capacity per each. Word Limit: 100
Collection *	Provide the collection capacity as well as the current number of volumes along with the size of the student body or clientele being served. Word Limit: 500

Budget *	Provide total project budget and the furnishings budget including both gross and net total square footage.

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	Word Limit: 500
Project Information *	Describe the library design program and architectural solution including project intentions, programming requirements, and the distinguishing aspects of your resolution. Word Limit: 500

Upload Materials for Jury Review

Upload Materials for Jury Review	Submissions must include the following information in any order as one **.PDF file not to exceed 10 MB and 26 pages**. Preservation/Restoration Projects (if applicable) may add an additional two pages (not to exceed 28 pages total) to provide the jury with sufficient information to differentiate between the original architects' work and the newly altered, preserved, or restored work. When possible, images should include the building in use. **Interior views:** - minimum of one image showing the interior view of the library from the entrance - minimum of one image showing a major public service position (circulation, reference, etc…) - minimum of one image showing a major staff workspace in a nonpublic area - minimum of one image of a typical user area Minimum of one image of a general reading area, using existing lighting - minimum of one interior view at night if library is open after dark Additional views highlighting any special architectural features **Exterior views:** - one image showing each exposed side of the building or environment, including a view of the exterior entrance - minimum of one image showing the relationship to adjacent structures, setting, or environment of the building (may be omitted if the project's relationship to its context is defined clearly in other prints) **Other views:** - for renovations or alterations, provide "before" and "after" photos, to the extent possible; the images should convey a sense of the architect's new work - for exterior alterations, a minimum of one image of each altered (exposed) side together with one image of the same side before

	alteration (unless evidence is submitted on the unavailability of the latter) • for additions, a minimum of one detailed image showing the connections to the original building **Plans:** • plans may be drawn at any scale in any medium, but the scale must be indicated graphically • you must provide a site plan with North arrow, showing the project and its context • a floor plan clearly showing library functions and detailed furniture and equipment layouts; indicate accommodations for current and future technology; each floor shall be represented, and identical floors may be illustrated by a typical plan • include plans for all building sections and label all plans and sections clearly • any sustainable-design strategies should be illustrated in section, plan, elevation, or by conceptual diagram **Additional tips:** • composite pages are acceptable • text/notes on images/drawings are allowed • use of the maximum page limit is strongly recommended • consistent use of either a horizontal or portrait landscape is encouraged throughout the submission
Select File *	Upload
Ready to Submit *	☐ I have verified all the information associated with this entry is accurate and am ready to submit payment. ☐ I understand once payment is made the submission will be completed and no further edits may be made. ☐ I understand that by checking this box all fees are non-refundable and that I must make sure that all third-party forms are complete by the deadline to avoid disqualification. These forms include the Unpaid Labor Declaration/Code of Ethics and the Client Authorization.

*Some components of this sample are subject to change from the final online version. Please rely on the online platform for the final submission criteria.