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The 2016 Distinguished Service Award Subcommittee included Maureen Burns, Archivision and IMAGinED Consulting, Heather Koopmans, Savannah College of Art and Design, Henry Pisciotta (Chair), Penn State University, Rachel Resnik, Massachusetts College of Art and Design. Current ARLIS/NA President Heather Gendron served as the Board Liaison. An announcement was sent to ARLIS-L and VRA-L on June 1, 2016 soliciting nominations with a deadline of October 24, and reminder was posted on those lists on July 25 and September 27. Former award recipients were also contacted to encourage nominations. After the deadline, the two nomination packets that were received by the chair were distributed to the entire committee for consideration. Nominations were discussed via Basecamp chat, and a recommendation letter was drafted and sent to the President of ARLIS/NA. The awardee was notified by the President of ARLIS/NA, and all nominators were notified by the chair. Biography and photo were obtained for the Convocation Program.

The Committee noted that it is difficult to know how much solicitation of nominations is needed. For this reason consideration should be given to adding to the award description information such as: “Those considering making nominations are encouraged to contact the committee chair.”