

Awards policy

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Maintained by	Executive Director, Content
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1. Authority

This policy is applied by the authority of the Library Board of Queensland.

The Library Board through State Library of Queensland carries out its functions, responsibilities and obligations in accordance with the *Libraries Act 1988* (Qld) and other relevant legislation and government policy. The Library Board represents the State and is accountable to the relevant Minister.

2. Responsibilities

Library Board of Queensland	• approve the Awards Policy (the Policy). • approve conducting fellowships, awards or medals programs in alignment with State Library's strategic objectives and Queensland Government objectives for the community. • overall responsibility for risk management including setting State Library's risk appetite. • approve the withdrawal of a fellowship, award or medal from a recipient.
State Librarian and CEO	• approve guidelines and timelines for fellowships, awards and medal programs. • approve donor or sponsorship agreements, in line with relevant financial delegations. • approve recipients for individual fellowships, awards or medals. • approve the appointment of assessors to an assessment panel.
Assessment panels	• independently assess applications and provide a merit list to the State Librarian and CEO according to the criteria provided by State Library.

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Executive Leadership Team	identify potential opportunities for new fellowships, awards and medals including philanthropic or sponsorship support.
Executive Director – Content	ensure procedures are implemented, maintained and followed to give effect to the Policy.
Head of Philanthropy and Partnerships	- seek philanthropic and sponsor support for fellowships, awards and medals which deliver on State Library’s strategic objectives. - develop and manage donor and sponsor agreements, including appropriate acknowledgment by recipients.
State Library staff	provide a written assessment to the assessment panel of the viability of fellowship proposals in terms of State Library’s collections and the ability of State Library to enable the proposed research.

3. Policy statement

Fellowships, awards or medals may be conducted by State Library where they advance State Library’s objective to ‘contribute to the cultural, social and intellectual development of all Queenslanders’ (*Libraries Act 1988* (Qld)) and align with Queensland Government objectives for the community. Fellowships, awards or medals programs will be informed by State Library’s vision, purpose, values and objectives as described in the Strategic Plan.

4. Purpose

This policy outlines the guiding principles for the development, administration and governance of fellowships, awards and medals administered by State Library.

5. Scope

The policy governs the administration of all fellowships, medals and awards offered by State Library and applies to:

- staff involved in program development and administration
- any person engaged by State Library to assess applications
- applicants, nominators, nominees and recipients
- donors and sponsors of fellowships, medals and awards.

Travel bursaries and staff recognition awards are not in scope for this Policy.

6. Definitions

Word	Definition
Applicant	The person applying to undertake the program or fellowship.

Word	Definition
Assessors	Subject matter experts engaged to assess applications and provide recommendations for the shortlisting and selection of recipients.
Award	A formal honour, either monetary or otherwise, to recognise achievement or excellence.
Due diligence	The research or review of publicly available information about individuals or organisations.
Fellowship	A funded opportunity or residency to undertake research, creative practice or professional development.
Medal	An award which honours achievement.
Nominator	The person making a nomination for a particular fellowship, award or medal.
Nominee	The person/s or organisation/s which are the subject of a nomination.
Program	Refers to a grouping of fellowships, medals or awards which have shared objectives and selection criteria and are managed consistently. An awards, fellowships or medals program may comprise individual categories that have specific requirements.
Program guidelines	Public documents outlining eligibility and application processes that govern the administration of a specific fellowship, awards or medals program.
Recipient	The person or organisation that is in receipt of the fellowship, award or medal.
the State	State of Queensland, acting through its departments, agencies, governing boards and any person acting on behalf of the State in the performance of government functions.
Terms and Conditions	Binding requirements that define the rights and responsibilities of applicants, assessors, nominators, nominees and State Library.
Withdrawal	The act of terminating or removing a fellowship, award or medal from a recipient after it has been conferred.

7. Principles

The following principles underpin State Library's approach to administering fellowships, awards and medals:

Aboriginal and Torres Strait Islander engagement: State Library recognises the rights of Indigenous Peoples to maintain, control, protect and develop their cultural heritage, traditional

knowledge and cultural expressions as affirmed by the *United Nations Declaration on the Rights of Indigenous Peoples* 2007. Recipients must thoughtfully consider the various ways in which their research might engage with the histories and cultures of Aboriginal and Torres Strait Islander peoples or other First Nations peoples and have regard to State Library's Indigenous Cultural and Intellectual Property principles.

Access: State Library is committed to equitable and inclusive access to its programs. Eligibility criteria will be designed to support a diverse range of applicants and nominees. In some cases, eligibility criteria may be restricted to achieve defined program objectives. Any specific program eligibility requirements will be clearly communicated.

Outcomes of projects undertaken as part of a fellowship should be made accessible to Queenslanders. This may include, but is not limited to, public presentations and the deposit of research articles and materials to State Library's collection.

Inclusivity: State Library is committed to delivering services that are accessible, inclusive, responsive and respectful of Queensland's diverse communities. In administering fellowships, awards and medals State Library will protect and promote human rights.

Partnerships: Fellowships, awards and medals provide a valuable opportunity to attract and strengthen partnerships with donors and sponsors. Philanthropic and corporate sponsorship will be sought to support the delivery of fellowships, awards and medals. Individual award categories may vary depending on available funding.

Responsible use of resources: The Library Board, representing the State, has a responsibility to ensure the appropriate use of public funds and resources and to protect the reputation of State Library and its programs. Fellowships, awards and medals will not be conferred if likely to adversely affect State Library's reputation, and agreements may be terminated on this basis.

State Library vision and purpose: Fellowships, awards and medals may be conducted by State Library where they support State Library's objective 'to contribute to the cultural, social and intellectual development of all Queenslanders' (*Libraries Act 1988* (Qld)). The guiding principles in the *Libraries Act 1988* (Qld) are relevant to the design of fellowships, awards and medals programs. Outcomes may include:

- a. generating new knowledge and research relating to Queensland's history and culture
- b. contributing to expressions of history and culture, including through creative practice
- c. providing new insights into and interpretation of State Library's collections
- d. recognising and promoting excellence
- e. strengthening capability and expertise within State Library and the cultural sector through collaboration and professional development
- f. creating opportunities for collaboration, learning and to diversify audiences.

8. Program design

Guidelines for any fellowships, awards or medals will be made publicly available and will include:

- a. a clear statement of objectives of the program. The objectives should be aligned to State Library's strategic objectives
- b. details of the fellowships, awards or medals available, including funding and benefits available
- c. eligibility criteria
- d. selection criteria
- e. terms and conditions
- f. the stages of the assessment process

Recipients will be required to enter into an agreement with State Library regarding their obligations and responsibilities in respect of receiving support and/or funding for their project.

Recipients may be acknowledged via an awards ceremony or event. These events provide an opportunity to foster and deepen engagement with State Library's community of supporters, connect with new audiences and position State Library as primary custodians of Queensland's history.

9. Assessment and selection

State Library will engage external subject matter experts and individuals with diverse perspectives to assess applications and recommend a shortlist and meritorious recipients. Assessors will be engaged for one year and may not serve more than 3 consecutive years on a single panel. State Library staff may be engaged as assessors for the State Library of Queensland Medal which recognises the contribution and dedication of former staff.

The panel's process for assessing applications will be decided by consensus of the panel and with the guidance of the panel Chair. The assessment panel must provide a merit list of recipients to State Library which clearly identifies the most suitable recipient. If in State Library's sole discretion, which may be the result of due diligence or referee reports, the highest ranked applicant is found to be unsuitable according to the program guidelines, the panel Chair will be informed and the merit list will be used to identify the next most suitable recipient.

Selection criteria will be developed for each fellowship, awards or medals program and should relate back to the program's objectives. Selection criteria should be communicated in program guidelines and reviewed regularly to ensure the objectives of the program are met.

Fellowships, awards and medals should only be granted to applicants or projects that represent an appropriate use of public funds or resources.

Recipients must not engage in behaviour or publish statements which are:

- a. unlawful
- b. hateful, discriminatory or violent
- c. likely to prejudice the fulfilment by State Library of its duty to foster the wellbeing of staff and clients, or
- d. may be detrimental to State Library's character as a cultural institution.

State Library may undertake due diligence on any applicant or proposed assessor utilising publicly available information. State Library may request a consent from an applicant to undertake criminal history screening as part of the application process.

The State Librarian and CEO has delegation to approve fellowship, award and medal recipients.

10. Fellowship project delivery

Fellowship recipients must conduct their research in accordance with the terms of their agreement with State Library.

11. Conflicts of interest

Assessors must disclose any actual, potential, or perceived conflicts of interest as soon as they become aware of them. State Library records and manages all conflicts of interest.

State Library staff must act in accordance with the Code of Conduct for the Queensland Public Service, including [Directive 03/24 Declaration of interests](#).

12. Governance

Fellowships, awards and medals will always be conferred in line with relevant legislation and Queensland Government and State Library policies and procedures, including the [Responsible Client Conduct Policy](#), [Intellectual Freedom Policy](#) and [Code of Conduct for the Queensland Public Service](#).

In conducting each program, the Library Board is bound to observe all necessary governance and management controls necessary to:

- a. comply with relevant financial management and governance standards
- b. preserve confidence of the public and those who provide funding in support of the award program
- c. properly pursue the objectives of the particular fellowships, awards or medals program.

The Library Board has a duty to mitigate risk of reputational damage. To maintain the integrity of the fellowships, awards or medals program and uphold the reputation of State Library, the Library Board may, in its sole discretion, withdraw an award if in its view:

- a. the recipient has engaged in activities which prejudice the reputation of State Library, or
- b. the recipient's continued association with State Library would prejudice the reputation of the State Library.

All applicants will be notified of the outcome of their application in writing. The published program guidelines will outline timeframes for notification of applicants.

Complaints about the outcome of an application can be made in accordance with State Library's Client Complaints Management Policy and Procedure.

13. Human rights

When applying this policy, State Library will act and make decisions in a way that is compatible with human rights and give proper consideration to all human rights, as required by the *Human Rights Act 2019* (Qld).

14. References

This policy is supported by

Queensland Government

[Anti-Discrimination Act 1991\(Qld\)](#)

[Code of Conduct for the Queensland Public Service \(for Library Board and State Library staff\)](#)

[Criminal Code \(Serious Vilification and Hate Crimes\) and Other Legislation Amendment Act 2023](#)

[Criminal Code Act 1899 \(Qld\)](#)

[Fighting Antisemitism and Keeping Guns out of the Hands of Terrorists and Criminals Amendment Act 2026 \(Qld\)](#)

[Human Rights Act 2019 \(Qld\)](#)

[Information Privacy Act 2009 \(Qld\)](#)

[Libraries Act 1988 \(Qld\)](#)

[Public Sector Ethics Act 1994 \(Qld\)](#)

State Library of Queensland

[Client Complaints Management Policy and Procedures](#)

[Comments Policy](#)

[Content Strategy](#)

Indigenous Cultural and Intellectual Property principles

[Intellectual Freedom Policy](#)

15. Approval

Approved by resolution of the Library Board of Queensland on 27 August 2026. **RES/2026/080**

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