



## **NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES**

### **Institute of Museum and Library Services**

#### **Notice of Proposed Information Collection Requests: National Medal for Museum and Library Service Nomination Form**

**AGENCY:** Institute of Museum and Library Services, National Foundation on the Arts and the Humanities.

**ACTION:** Notice, request for comments, collection of information.

**SUMMARY:** The Institute of Museum and Library Services (IMLS), as part of its continuing effort to reduce paperwork and respondent burden, conducts a pre-clearance consultation program to provide the general public and Federal agencies with an opportunity to comment on proposed and/or continuing collections of information in accordance with the Paperwork Reduction Act. This pre-clearance consultation program helps to ensure that requested data can be provided in the desired format, reporting burden (time and financial resources) is minimized, collection instruments are clearly understood, and the impact of collection requirements on respondents can be properly assessed. The purpose of this notice is to solicit comments related to the nomination form for the annual IMLS National Medal for Museum and Library Service Program designed to recognize outstanding libraries and museums that have made significant contributions in service to improve the wellbeing of their communities. A copy of the proposed information collection request can be obtained by contacting the individual listed below in the **ADDRESSES** section of this notice.

**DATES:** Written comments must be submitted to the office listed in the addressee section below on or before April 30, 2024.

**ADDRESSES:** Send comments to Sandra Narva, Acting Director of Grants Policy and Management, Office of Grants Policy and Management, Institute of Museum and Library Services, 955 L'Enfant Plaza North, SW, Suite 4000, Washington, DC 20024-2135. Ms. Narva can be reached by telephone at 202-653-4634, or by email at [snarva@imls.gov](mailto:snarva@imls.gov). Office hours are

from 8:30 a.m. to 5 p.m., E.T., Monday through Friday, except federal holidays. Persons who are deaf or hard of hearing (TTY users) can contact IMLS at 202-207-7858 via 711 for TTY-Based Telecommunications Relay Service.

**FOR FURTHER INFORMATION CONTACT:** Katherine Maas, Chief of Staff, Institute of Museum and Library Services, 955 L'Enfant Plaza North, SW, Suite 4000, Washington, DC 20024-2135. Ms. Maas can be reached by telephone at 202-653-4798, or by email at *nationalmedals@imls.gov*. Persons who are deaf or hard of hearing (TTY users) can contact IMLS at 202-207-7858 via 711 for TTY-Based Telecommunications Relay Service.

**SUPPLEMENTARY INFORMATION:** IMLS is particularly interested in public comments that help the agency to:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information including the validity of the methodology and assumptions used;
- Enhance the quality, utility, and clarity of the information to be collected; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated electronic, mechanical, or other technological collection techniques, or other forms of information technology, e.g., permitting electronic submissions of responses.

## **I. Background**

IMLS is the primary source of Federal support for the Nation's libraries and museums. We advance, support, and empower America's museums, libraries, and related organizations through grant making, research, and policy development. Our vision is a nation where museums and libraries work together to transform the lives of individuals and communities. To learn more, visit *www.imls.gov*.

## **II. Current Actions**

The purpose of this collection is to administer the IMLS process by which organizations nominated for the National Medal for Museum and Library Service submit administrative information about their organizations, communities, and programs. IMLS uses a standardized electronic form to collect this information from museums and libraries when they submit their nominations. The National Medal for Museum and Library Service is the nation's highest honor for institutions that make significant and exceptional contributions to their communities. Since 1994, IMLS has presented the award to institutions that demonstrate extraordinary and innovative approaches to community service. In addition to the Medal, IMLS may provide a monetary award. This action is to renew the content, form, and instructions for the next three years.

*Agency:* Institute of Museum and Library Services.

*Title:* National Medal for Museum and Library Service Program Nomination Form.

*OMB Control Number:* 3137-0097.

*Agency Number:* 3137.

*Affected Public:* Library and Museum applicants.

*Total Estimated Number of Annual Respondents:* 175.

*Frequency of Response:* Once per year.

*Average Hours per Response:* 9.

*Total Estimated Annual Burden Hours:* 1,575.

*Total Annual Cost Burden:* \$50,225.

*Total Annual Federal Costs:* \$8,024.

*Public Comments Invited:* Comments submitted in response to this notice will be summarized and/or included in the request for OMB's clearance of this information collection.

*Dated:* February 27, 2024.

**Suzanne Mbollo,**

*Grants Management Specialist, Institute of Museum and Library Services.*

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