

Association for Library Service to Children

**Notable Children's Books
Committee Manual**

~~August 2015~~September 2018

FOREWORD

The charge of the Notable Children's Books Committee of the Association for Library Service to Children is to select, annotate and present for annual publication a list of notable children's books published the preceding year within the terms, definitions and criteria governing the list.

This manual is primarily intended as a guide for committee members and the Chair. It outlines for future committees an even-handed and orderly selection process aimed at recognizing the highest standards in books for children. It also clarifies, for public view, the process that leads to the selection of titles on the list.

Notable Children's Books Manual Task Force

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NOTABLE CHILDREN’S BOOKS COMMITTEE MANUAL

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PART I: BACKGROUND INFORMATION

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- The Committee
- Criteria
- Eligibility
- Inclusion of ALSC Award Titles
- ALSC Policies
 - Conflict of Interest
 - Attendance at Meetings
 - Relationship to Publishers
 - Electronic Communication

COMMITTEE FUNCTION STATEMENT

To select, annotate and present for annual publication a list of notable children's books published during the preceding year within the terms, definitions and criteria governing the list.

THE COMMITTEE

The Notable Children's Books Committee shall consist of 11 members, including the chairperson.

ALSC Bylaws, Article VII, Section 1. Adopted by the ALSC Board, July 1995.

Ten members of the committee are appointed by the ALSC President in the fall for two-year terms, on a staggered basis. Members may be reappointed for a second term, but no member may serve more than four successive years.

The Chair is appointed annually, at the same time, from among the members of the committee who have served at least one year. The Chair may be reappointed for a second year, but may not serve more than two successive years in that position.

Terms begin at the end of the Midwinter Meeting following appointment.

CRITERIA

Notable is defined as: Worthy of note or notice, important, distinguished, outstanding. As applied to children's books, the term "notable" includes books for all age levels (through age 14) of especially commendable quality, books that exhibit venturesome creativity, and books of fiction, information, poetry, folklore, and picture books that reflect and encourage children's interests in exemplary ways.

The evaluation criteria to be used are:

1. Literary quality
2. Originality of text and illustration
3. Clarity and style of language
4. Excellence of illustration
5. Excellence of design and format
6. Clarity of organization and accuracy of information
7. Subject matter of interest and value to children
8. The likelihood of acceptance by children.

BOARD ACTION, June 1977.

ELIGIBILITY

To be eligible for consideration a book must:

1. Be a book for which children of all ages (through age 14) are a potential audience.
2. Have been published in the United States during the year preceding the Midwinter Meeting at which the selection is made. This means that the book was published in the year under consideration, was available for purchase in that year, and has a copyright date no later than that year. An eligible book may have a copyright date prior to the year under consideration if it was not published until the year under consideration. The intent is that every eligible book be considered, but that no book be considered in more than one year.

A. Books published in a different country and simultaneously or subsequently published in the United States are eligible in the year of U.S. publication only. Books published in a different country and distributed in the U.S. are not eligible. U.S. publication is defined as published by a company with editorial offices in the United States. (Refer to Appendix G: Eligibility Samples)

EXECUTIVE COMMITTEE ACTION, July, 2007

B. Publication is verified by the information printed on the title page, the title page verso and/or their equivalent. The book is eligible if an affirmative statement of publication in the United States appears on the title page, verso, or their equivalent of a book published by a foreign publisher. The absence of an affirmative statement, or one that merely reads "Distributed in the U.S.," renders the book ineligible. (Refer to Appendix G: Eligibility Samples)

3. Have been published in English. "In English" means that the committee considers only books published in English. This requirement does not limit the use of words or phrases in another language where appropriate in context nor multilingual books in which one of the languages is English. If a book is published in multiple editions (English and at least one other language) and if the English-language edition is placed on the Notables list, the committee may choose to note the other edition(s) in the book's annotation.

Commented [AS1]: See expanded definition in the appendix. Delete from there and just update this section regarding having a reader review non-English text?

There is no limitation as to format. A book may be in hard or paper covers, spiral bound, in portfolio, etc.

E-books are not eligible for consideration. (BOARD ACTION, July, 2003)

INCLUSION OF ALSC AWARD TITLES

The following ALSC Award titles are automatically included on the Notable Books list. Once these awards have been announced, the award books are not further discussed by the Notable Books Committee.

“The ALA Notable Children’s Books List, compiled by the ALSC Book Evaluation Committee, shall include the annual selections of the Newbery and Caldecott Award and Honor Books.”

BOARD ACTION, July 1976

“The ALA Notable Children’s Books List, compiled by the ALSC Notable Children’s Books Committee, shall include the books selected annually by the Batchelder Award Committee.”

BOARD ACTION, July 1981

“Beginning with 2004, include the Sibert medal and honor books and the Pura Belpré medal and honor books...on the Notable Children’s Books list.”

BOARD ACTION, November 2003

“Include the Theodor Seuss Geisel Award winner and honor books automatically on the list of books created by the Notable Children’s Books Committee, starting with the first award in 2006.”

BOARD ACTION, January 2006

This his policy only applies to books honored by the ALSC award committees — Newbery, Caldecott, Batchelder, Belpré, Geisel, and Sibert. The Board respects the significance and value of other ALA youth book awards; only the ALSC award books, however, will be automatically included since these are the books chosen by our division’s members on our division’s committees. The Notables list on our website will include links to the other ALA youth book awards. Board Action June 2014:

ALSC POLICIES

MEMBERSHIP ON MEDIA EVALUATION COMMITTEES

CONFLICT OF INTEREST

ALSC affirms its confidence in the integrity of members who are invited to be nominated or appointed to serve on award and media evaluation committees, and in the integrity of the officers or nominating committees responsible for selecting candidates. However, because of the nature of the work of such committees, those who serve on them must be especially sensitive to conflict of interest situations and the appearance of impropriety. The purpose of this policy is to clarify the eligibility and responsibility of candidates asked to serve on such committees.

1. The following situations do not normally disqualify a candidate:

- Serving as a professional reviewer of children’s books or of non-print materials.
- Involvement in the selection of materials for professional tools, such as *Children’s Catalog*.
- Serving as a writer or editor of professional books in the field of children’s literature.

2. The following situations disqualify a candidate:

- Members who have written or illustrated a book, produced or created a video or recording, or produced software that may be eligible for consideration during the period of service on the committee should not accept an appointment to a media evaluation committee.
- Members employed by publishers or producers of such media should not accept an appointment to a media evaluation committee.
- Members who have served as an advisor or consultant to a creator, publisher, or producer of media to be evaluated, beyond the scope of assigned library duties, such as providing reference service, should not accept appointment if the media on which they advised may be eligible for consideration during the period of service on the committee. This includes writing teachers' guides or readers' group guides at the request of a trade book publisher or media producer.
- Members should not accept appointment to a media evaluation committee if they have a close family relationship (parent, spouse/partner, son/daughter) or a personal relationship with the creator, publisher, or producer of media that may be eligible which could reasonably be seen by an independent observer to cause a conflict of interest.
- Members should not accept appointment to a media evaluation committee if they have a close family relationship (parent, spouse/partner, son/daughter) with a person employed by a U.S. trade publisher or a producer of videos, recordings, or software for children.
- Members should not accept appointment to a media evaluation committee if they, or a close family member, directly own(s) equity (stock ownership, stock options, convertible note(s), or other ownership interest) that represents more than a 5% stake in a U.S. trade publisher or a producer of videos, recordings, or software for children.
- Members may not serve concurrently on the ALSC Board and an ALSC media evaluation committee.

It is a privilege to serve on a media evaluation committee and with that privilege come specific responsibilities to assist ALSC in preventing conflicts of interest and the appearance of conflicts of interest. Each person who is appointed to serve on a media evaluation committee is expected to consider carefully whether any of his or her personal or professional interests, obligations, activities, or associations could reasonably lead to even the appearance of a conflict of interest, or breach of confidentiality, and to discuss any such potential conflicts with the ALSC Executive Director prior to accepting the appointment.

Situations that arise after a committee member has begun to serve should be directed to the ALSC President, committee chair, priority group consultant, and Executive Director. A committee member must resign immediately upon the development of any circumstance or event which disqualifies him/her from committee service under this policy or which would otherwise affect, or give the appearance of tending to affect, his/her ability to carry out assigned responsibilities fairly and without self-interest of any kind. The President of ALSC shall immediately accept such resignations when tendered. In the event a committee member violates this policy, the Executive Committee shall request the committee member to tender his/her resignation. If a committee member refuses, the Executive Committee shall remove

the member and inform the Board of its action. The President shall then appoint a new committee member. The final decision rests with the Executive Committee.

ATTENDANCE AT MEETINGS

It is extremely helpful if newly appointed members can attend, as observers, the meetings at Midwinter prior to the beginning of their term to familiarize themselves with procedures.

It is mandatory that committee members attend all committee meetings at both the Annual and Midwinter Conferences. If, during the member's term, he or she finds for any reason that attendance at committee meetings is not possible, the member should resign immediately so that selection of a replacement may be made as quickly as possible. Resignations, in writing, are addressed to the ALSC President with copies to the committee Chair, Priority Group Consultant and Executive Director.

RELATIONSHIP TO PUBLISHERS

- See Conflict of Interest (p. 8) and Appendix H: ALSC Policy for Service on Media Evaluation Committees.
- Members of the Notable Books Committee should not solicit publishers for free, personal copies of books. Members accept appointment to this committee with the understanding that they have access to the books published for children in the year under consideration. Committee members will find that some publishers are eager to ensure that members have access to their books. If a member receives unsolicited books from a publisher, the member may accept the books. If certain titles are difficult to obtain, the Chair may contact publishers directly to inform them of books the committee needs to see, especially towards the end of the year when time is so important. Individual committee members should not contact publishers.
- If committee members receive invitations to publishers' events, they should use their own discretion in accepting. Publishers understand that acceptance of invitations and unsolicited books in no way influences the committee members' actions or the final choices made by the committee.

ELECTRONIC COMMUNICATION

The Committee adheres to the "Guidelines for Electronic Communication for ALSC Committees," as adopted by the ALSC Board (January, 2000) and outlined in full in the Division Leadership Manual.

- Electronic communication facilitates the distribution of information from the Chair to committee members, the regular discussion of procedural issues, and, at the discretion of the Chair, the open discussion among committee members of matters of concern.

- The Chair will establish ground rules for electronic communication by the committee at the beginning of his/her term. At times, the Chair may invite open discussion on an issue before the committee. The Chair facilitates such open discussion.
- As a practical matter, e-mail is not used for substantive discussion. It is not a substitute for face-to-face book discussion.
- Since committee discussion meetings must be open and public, the discussion of books by the committee on e-mail is not appropriate.

PART II: COMMITTEE WORK

Focus
Background Preparation
Identifying, Obtaining and Reading Eligible Titles
Nomination Process and Balloting for Discussion Lists
Timeline of Process and Procedures
 Guidelines for Discussion
 Style and Procedural Guidelines for Notable Children's Book List
Schedule/Calendar

FOCUS

Book selection in a library setting takes into account many things: current holdings in a collection, children's interests, special needs for special materials, curriculum and current interest concerns, local community concerns, and quality. The focus of the Notable Books Committee is somewhat different. The committee's evaluation process aims toward the selection of books which meet the Notable criteria rather than the addition of a variety of titles to new or established library collections.

BACKGROUND PREPARATION

Committee members are encouraged to prepare in a number of ways:

- Deepen one's understanding of the elements of a "notable" children's book. A bibliography will be found in Appendix A of this manual. While some of the suggested readings may sound familiar, it would be well to look at them again.
- Return regularly to the criteria, rereading and reminding oneself that these comprise the boundaries of nominations and choices.
- Engage in book discussion of different kinds: selection meetings, workshops or classes, professional association meetings, etc. Because "the likelihood of acceptance by children" is one criterion for Notables, it is valuable, if possible, to discuss books with groups of children.

DIVERSITY AND ALSC MEDIA AWARD EVALUATION

Inclusiveness is a core value of ALSC. It is the responsibility of each ALSC media award and notables committee to reflect this value in their approach to their work. ALSC award and notables lists provide librarians, teachers and parents with information about books and other media our association holds in the highest regard. Everyone benefits, children most of all, when the titles recognized within and across ALSC awards and best-of-the-year lists authentically reflect the diversity found in our nation and the wider world.

Each year there will be overlap among individual committees in terms of titles being considered for recognition. The Caldecott, Notables, and Pura Belpré committees, for example, inevitably end up considering some of the same books. It is the responsibility of each committee to consider a work based upon how it meets the criteria of their specific award rather than speculating whether a particular title will receive another award. If a title is recognized by multiple committees, it does not diminish the work of any of those committees; rather, it draws greater attention to a particular work's excellence.

As individuals serving on committees evaluate materials according to the criteria outlined for their specific charge, they should strive to be aware of how their own perspectives and experiences shape their responses to materials. Every committee member brings unique strengths to the table, but every committee member also brings gaps in knowledge and understanding, and biases. Committee members are strongly encouraged to be open to

listening and learning as well as sharing as they consider materials representing diverse experiences both familiar and unfamiliar to them.

IDENTIFYING, OBTAINING, AND READING ELIGIBLE TITLES

Committee members are responsible for identifying, obtaining, and reading eligible books throughout the year under consideration. It is wise to begin as soon as possible. The pace of publication increases throughout the year. It is important to keep up with these three responsibilities at all times.

Regularly reading a variety of periodicals that review children's books is essential in order to be aware of those books other children's literature specialists consider notable. While the reviewer's criteria and judgment may differ from those of a committee member, members should at least examine well-reviewed books and give them, when it seems appropriate, a careful reading.

It is the responsibility of committee members to obtain eligible titles to read and consider. Many publishers do send books to committee members for consideration, although committee members often do not begin to receive books until March or April. Other ways to obtain eligible titles:

- Pick up galley at Midwinter and Annual ALA meetings and at other conferences.
- Examine review copies received in the work place.
- Browse new titles at bookstores.
- Borrow books on interlibrary loan.
- Share books among members by mail.

Committee members are not to solicit publishers for free, personal copies of eligible books. (See Part I, "ALSC Policies: Relationship to Publishers.")

Many committee members keep notes about each book read. Useful notes include brief bibliographic information, a short summary, and specific critical notes of strengths and weaknesses. A book which at first reading does not seem a serious contender may prove to be. Members may need to re-read some books if that occurs. Personal notes will help in recalling first impressions and in thinking about the book.

It is important to keep the committee regularly informed of books members think they should read. The various sources of books available to members will have some gaps, and serious contenders need to be called to the attention of members who may not have seen them. The Chair will set up a procedure for informing the committee of books being read by other committee members and other members of ALSC. A variety of methods, including email, may be considered. Providing information to others is each member's responsibility; reading the books others are recommending is equally each member's responsibility. It is imperative that committee members read all nominated titles in preparation for balloting.

NOMINATION PROCESS AND BALLOTING FOR DISCUSSION LISTS

Five times a year, committee members will have the opportunity to nominate books for consideration by the full committee. There is no minimum or maximum number of titles committee members may nominate, but committee members should consider that each nomination will require considerable time from other members who must read or reread and prepare to discuss nominated books. Nominations should, therefore, be limited to serious contenders for the Notables list. Nominations will also be solicited by the Chair from ALSC members via email distribution lists including the ALSC electronic discussion list, Children & Libraries and other sources.

Following each round of nominations, there will be a ballot. Members voting on these ballots are voting on whether or not the committee should formally discuss these titles. Members can vote "Yes" (in favor of placing the book on the Annual or Midwinter discussion list), "No" (against further consideration of the book), or "DNR" (did not read). Books that receive 6 or more "Yes" votes will be placed on the committee's Annual or Midwinter discussion list. Titles are carried over to the next ballot if their total of Yes and DNR votes is at least six (i.e., if the book could receive at least six votes were all DNR votes converted to Yes votes). Members must make a special effort to read books on which they have voted DNR so that they are prepared to vote Yes or No on the next ballot. All members are expected to be prepared to vote on all titles on the final Notables discussion list. Because there are often significant differences between advance reading copies of books and the books' final content and format, it is desirable that no titles be voted on before their actual publication date.

If a title has been dropped for lack of sufficient positive votes, a committee member may request that the book be put on the next ballot for one more reading. Such a request should include a written statement that describes in detail the notable qualities and should be sent to the Chair who will send it to the other members.

TIMELINE OF PROCESS AND PROCEDURES

FROM JANUARY TO ANNUAL CONFERENCE

During these early months, committee members have time to prepare for the year (see p. 13), to do background reading on literature and evaluation (see Appendix A), and to begin reading eligible books.

Spring titles will begin arriving. Members will read widely and begin to evaluate. As they find possible contenders, they will prepare rationales for nominations. These annotated nominations should be sent to the chair before the due date for such nominations.

Any title that a committee member wishes to nominate must be sent to the Chair on the Nomination Form (Appendix C). The nomination form must include a brief annotation that can be used in compiling the final annotated Notables list and a rationale for the nomination pointing out why the book is not just good but "notable." The rationale should speak to the criteria. (See p. 6).

The first ballot of titles nominated for discussion will be tallied prior to the Annual Conference. All titles receiving six or more Yes votes will be placed on the Annual discussion list. This balloting will permit the committee to focus upon those titles felt worthy of discussion by at least six members.

ANNUAL CONFERENCE

The ALSC staff will schedule meeting times to make sure that there is no conflict with Newbery and Caldecott meetings. Avoiding conflicts in meeting times is necessary because members of the Notable Books Committee may be asked to serve on the Newbery and/or Caldecott Committees should last-minute vacancies develop on these award committees. The Chair will communicate with the office to ensure sufficient meeting time is scheduled. The Chair may arrange a meeting prior to the first formal discussion session to review guidelines and discuss procedures. Members should be prompt in arriving so that all meetings begin on time.

There will be no voting or any discussion of any preliminary voting at this time. The books that are under consideration will be brought to the conference by the ALSC office staff, provided the list is submitted before the ALA conference shipment leaves headquarters, for perusal by the discussion meeting audience and for use during discussion and between meetings. Committee members will also be asked to bring books not available from the ALSC office as well as books they will be introducing into discussion.

The Chair prepares a discussion list for the Annual meeting, organized by genre (Fiction, Picture Books, Nonfiction) to help members focus their discussion. The Chair may choose to further subdivide Nonfiction into genres; e.g., Nonfiction—Folklore, Nonfiction—Poetry, Nonfiction—Biography, and Nonfiction—General. The Chair will also create a handout for the audience, including a list of the books for discussion arranged by type, with author, title and publisher. The audience handout will also include the Notable Books criteria and the names and affiliations of committee members. Discussion should cover all pertinent aspects of the book: quality of writing, illustration, accuracy of text, creativity, etc. As in any good book discussion, it is hoped that titles under consideration will be compared with each other and with similar or dissimilar books of previous years.

The Chair will bring to the Conference, or arrange for a committee member to bring to the Conference, a PowerPoint presentation, showing the cover, author, illustrator, and publisher of each title on the discussion list, in the order that the books will be discussed. The PowerPoint presentation aids the audience as well as committee members in focusing on each title under consideration.

GUIDELINES FOR DISCUSSION

These meetings are for book discussion and only book discussion with no reference to votes or the final list.

The purpose of the discussion sessions is to provide time for each title to receive fair consideration as to its style, illustration, textual accuracy, theme, characterization, etc., as well as to be compared with other titles. (See Criteria, p. 6).

The Chair may choose to designate committee members to introduce each title during the discussions. These introductions should briefly outline the book's strengths and possible weaknesses, leaving room for committee members to exchange views. The introductions are not meant to be comprehensive and should avoid lengthy summaries of plot or page-by-page recapitulations of picture books.

For these book discussions, committee members are asked to adhere to helpful guidelines:

- Speak clearly and use the microphones, so that observers in the room as well as committee members can hear what is being said.
- Speak to the group as a whole. Refrain from private conversations during the meetings.
- Speak briefly and to the point. Speak to the Notables criteria. Avoid personal anecdotes, and generalities such as, "This is a nice book."
- Listen openly to other committee members, and respond thoughtfully to what others have to say.

To be successful and to reach consensus, all members of the committee must participate in the book discussion. Discussion implies not only the ability and preparation to speak about individual titles, but also the willingness to listen to what others have to say and to give fair consideration to the statements of others. All members should approach discussion with the willingness to change their minds.

FROM ANNUAL CONFERENCE TO MIDWINTER MEETING

Members will continue to identify, obtain, read and evaluate titles. Nominations will again be prepared and sent to the Chair. Throughout this time nominations sent to the chair by ALSC members should be shared with the committee. These are to be given equal consideration with member nominations.

There will be four ballots between Annual Conference and early January. The last ballot is strictly for titles which were published very late in the year and/or came to a member's attention late in the year. Because other members need time to read, consider and vote on these titles, members should use discretion in nominating books for last-minute consideration. When members vote on any of these four ballots, they are deciding which books will be on the Midwinter discussion list. Any title with insufficient votes to bring it to discussion may be appealed by any member. (See p.14). When books are renominated, however, committee members will need time to reconsider and possibly to reread them. Renominations immediately before Midwinter, therefore, will not be entertained except in unusual circumstances in which a book would not otherwise receive appropriate consideration.

The Chair will notify the committee members as early as possible of the dates and times, and later the place, for the committee meetings at Midwinter.

MIDWINTER MEETING

As at the Annual Conference, the ALSC staff will schedule meeting times to make sure that there is no conflict with the ALSC book award committee meetings. The Chair will communicate with the office to ensure sufficient meeting time is scheduled. The Chair may again arrange a meeting prior to the first formal discussion session to review guidelines and discuss procedures.

The Chair again provides a discussion list for members and observers. PowerPoint slides highlight books as they are discussed.

See Guidelines for Discussion, p. 16.

Titles that were discussed at Annual are not discussed in detail at Midwinter. These titles, however, are included in italics on the master discussion list. (See Appendix D). After titles on the Midwinter discussion list have been discussed, the Annual Conference PowerPoint is shown and members may make brief comments about these books.

AT THE VOTING SESSION

The Chair prepares a final selection ballot of all eligible titles for the Midwinter meeting. This final selection ballot will be a compilation of the Annual and Midwinter discussion lists. ALSC award titles (see pp. 7-8) should be removed from the final ballot after the awards are announced. These titles are automatically included on the final list and are not voted on by the committee.

The Chair will instruct members as to the minimum and maximum number of titles they may vote for on the first ballot. The Chair has the option of making this the same number. To ensure that each committee member's vote carries equal weight, it is necessary that each member vote for the same minimum number of titles. Bullet voting is not permitted. In recent years, the minimum number of titles committees have been asked to vote for has varied between 50 and 65.

The Chair will remind the committee that this is a first ballot and at least one additional ballot may be taken before the list is completed. If a second ballot is necessary, members will have an opportunity between ballots to speak briefly to titles they feel are not receiving sufficient consideration.

After the first ballot, the Chair, with assistance from designated committee members, will tally the ballots. All titles receiving six or more votes will be placed on the Notable Children's Books list for that year.

If the committee chooses, they can have an additional ballot(s) on books that have received five votes. To be included on the final list, however, a book must receive at least six votes on the subsequent ballot.

There is no required number of titles for the list. Past lists have varied in length, averaging around sixty to seventy titles. Some have been shorter, others longer. The titles deemed Notable will be announced to the committee and members of the audience before the committee begins work on creating the list in its final annotated form.

The Chair, who will be responsible for the annotations, may ask the committee's advice as to the category in which each book should be placed for publication:

- Younger Readers – Preschool-grade 2 (age 7) including Easy-to-Read books
- Middle Readers – Grades 3-5, ages 8-10
- Older Readers – Grades 6-8, ages 11-14
- All Ages – Has appeal and interest for children in all of the above age ranges

The category selected should be that representing the primary potential audience for the book. If the audience covers several categories, the book should be listed in the youngest of the several categories.

At the end of the Committee's deliberations at the Midwinter meeting, the Chair will submit the following copy on paper and in the appropriate electronic format to the ALSC office and to the *Booklist* Consultant:

- List of winning titles with annotations and complete bibliographic information, organized by category: Younger Readers, Middle Readers, Older Readers, and All Ages, and, within these categories, in alphabetical order by book title.
- A complete, up-to-date list of committee members in alphabetical order by last name, including their organization/library and city/state of their workplace. Committee members should review this list for accuracy as their names and organizations will appear in the ALA press release and in *Children and Libraries*.

The Chair should come to the Midwinter meeting with a database of bibliographic information and annotations taken from the nomination forms. The Chair may elect to ask one of the committee members to help with the annotations, or the entire committee may work on them. In any case, the preparation of the annotations is the responsibility of the chair, who will edit them. Any further editing prior to publication will be approved by the Chair.

ALSC staff is responsible for adding annotations and bibliographic information for the award-winning books (Newbery, Caldecott, etc.) to the final list. That information is taken from the book award press releases. The Notable Children's Books Committee should place the award-winning titles in the appropriate category on the list: Younger, Middle, Older, All Ages.

The Program Officer for Communications will create a press release, using the list, and send to the ALA Public Information Office (PIO) staff for release

STYLE AND PROCEDURAL GUIDELINES FOR NOTABLE CHILDREN'S BOOKS LIST

When the final list is submitted to ALSC and to the *Booklist* Consultant, each title should have complete bibliographic information, and that information should be provided in the same format/layout and order, using the same abbreviations and punctuation, as used in *Booklist*. For example, provide information like this:

Good Enough to Eat. By Brock Cole. Illus. by the author. Farrar/Frances Foster, \$16 (9780374327378).

When the villagers sacrifice....

Hello, Bumblebee Bat. By Darrin Lunde. Illus. by Patricia J. Wynne. Charlesbridge, \$15.95 (9781570913747).

Straightforward text pops out of a....

Do not list each element (e.g. author, title, publisher, etc.) on a separate line. Keep elements as running text; then put the annotation on a new line, as above. Include publisher's imprint if one appears on title page or verso (e.g., Frances Foster in first example above). Use ISBN 13 whenever available, and do not hyphenate ISBN numbers.

It is very important that as much information as possible be taken straight from the book itself. Do not use Amazon.com or other similar sources for ISBN numbers unless there is no alternative.

Keep annotations brief and concise. *Booklist* must contend with space limitations and its editors wish to avoid editing the committee's annotations wherever possible. Annotations of about 35 words are less likely to require further editing.

SCHEDULE/CALENDAR (See also sample calendar in Appendix B)

Because of the enormous amount of work involved and because the committee needs time to read and to prepare for discussion, it is essential that committee members note the schedule for nominations and balloting and adhere to it. Each Chair will establish a schedule to accommodate specific years' needs with varying Annual and Midwinter meeting dates.

JANUARY-FEBRUARY

- Letters of welcome from Chair to committee members, including the year's schedule and basic procedures.
- Committee members download the committee manual from the ALSC Web site.
- ALSC staff sends committee members' names and contact information to publishers and posts this information on the ALSC Web site.
- Invitation from Chair to ALSC members seeking their suggestions.

MAY

- (Early) First list of annotated nominations sent to Chair by members.
- As soon as possible, compilation of nominations returned to committee along with the 1st Ballot.

JUNE

- (Early) Members vote on Ballot #1 and return ballot to Chair.
- Chair tallies votes and reports results to committee before the Annual Conference. All books receiving 6 or more votes will be placed on the Annual Conference discussion list. Chair will notify ALSC Office, as soon as possible, of books on discussion list so that the Office can collect these to have available at Annual Conference. Chair may designate members to introduce each book during discussion.
- Annual Conference discussion list is posted on ALSC Web site.

LATE JUNE OR EARLY JULY

- Annual Conference: Three sessions scheduled for discussion of books on Ballot #1. Chair may arrange pre-discussion session to review committee procedures and discussion guidelines.

LATE JULY OR EARLY AUGUST

- Annotated nominations for Ballot #2 are sent to the Chair.
- As soon as possible, Chair sends Ballot #2 to the committee. In addition to new titles, this ballot contains titles from Ballot #1 that might have received 6 votes if all committee members had read them.

AUGUST

- (Late) Committee members vote.
- As soon as possible, Chair returns vote tally to committee members. The Chair also sends a list of titles receiving 6 or more votes to the ALSC Office so that the Office can collect these to have available at the Midwinter Conference.

SEPTEMBER

- (Mid-Month) Members send Chair annotated nominations for Ballot #3.
- As soon as possible, Chair sends Ballot #3 to the committee. The ballot contains new titles as well as those books from previous ballots which have enough DNR votes that they could still receive 6 favorable votes.

OCTOBER

- (Mid-month) Members return Ballot #3 to Chair.

- As soon as possible, Chair returns vote tally to committee members. The Chair also sends a list of titles receiving 6 or more votes to the ALSC Office so that the Office can collect these to have available at the Midwinter Conference.

NOVEMBER

- (Mid-month) Members send annotated nominations to Chair for Ballot #4.
- As soon as possible, Chair sends Ballot #4 to the committee. The ballot contains new titles as well as those books from previous ballots which have enough DNR votes that they could still receive 6 favorable votes.

DECEMBER

- (Early) Members return Ballot #4 to Chair.
- Chair tallies ballots and sends results to members to reach them prior to Midwinter. The Chair also sends a list of titles receiving 6 or more votes to the ALSC Office so that the Office can collect these to have available at the Midwinter Conference.
- (Late) It often happens that "notable" books are discovered in late December or early January. In such cases, committee members should send any late nominations, annotations and rationales directly to each other and a quick ballot should be held prior to Midwinter. A final ballot may be taken at Midwinter for titles brought to the committee's attention at the last minute. If the ALA shipment has already been sent, the Chair (or member designee) will be responsible for bringing copies of any late nominations.
- Midwinter Conference discussion list is posted on ALSC Web site.

JANUARY

- Midwinter Conference: Four sessions scheduled for discussion of books on the discussion list, and a fifth session for voting and compiling the final list. Chair may arrange pre-discussion session to review committee procedures and discussion guidelines. The committee usually meets for dinner the evening before the final session to celebrate the year's hard work.

PART III: ROLES AND RESPONSIBILITIES

Committee Chair
ALSC Staff
ALSC Membership
ALSC Board
ALSC President
Priority Group Consultant
Booklist Consultant

ROLES AND RESPONSIBILITIES

Responsibility for selection of the year's Notable Children's Books rests with the committee members. The preceding sections of this manual describe those responsibilities. There are, however, others who have responsibilities for the list. The next several pages give an overview of the responsibilities ascribed to others, beginning with an overview of the responsibilities of the Chair.

COMMITTEE CHAIR

The Chair is a voting member of the committee with all the rights and responsibilities of other members.

There is a delicate balance, which the Chair must maintain, between being the Chair and being a committee member. Many Chairs find it helpful to the free flow of discussion if they limit their comments during discussion to books they feel strongly about, speak later in the discussion of any book, and speak only when a point they wish to make has not already been made.

The Chair's responsibilities include setting the tone for committee discussion. This is done by acceptance of all statements relevant to the discussion, by firm leadership in moving discussion away from irrelevant statements and back to pertinent, criteria-based discussion, and by providing an opportunity for all members of the committee to speak without allowing any members to dominate the discussion.

Additional responsibilities of the Chair:

- Corresponds with committee members immediately after appointment.
- Sends information to members on downloading committee manual from the ALSC Web site.
- Sends letter(s) to each member's employer (Appendix F). The Chair should consult with committee members to determine if, when and to whom they want letters sent.
- Establishes calendar and mailing procedures for the committee. Sends committee roster to all members (February).
- With assistance of ALSC staff, invites member nominations through announcements on the ALSC electronic discussion list, *Children and Libraries*, and other appropriate platforms.
- Receives nominations, prepares ballots, and tabulates ballots as per schedule outlined in this manual (all year).
- Prepares discussion lists for committee members, for posting on ALSC Web site, and for distribution to audience at committee meetings.
- Checks eligibility of books nominated, with assistance of Priority Group Consultant (all year).
- Checks that books are not placed on a ballot until their official date of publication.

- Organizes and maintains a database of bibliographic information and annotations. Having draft annotations in advance will save valuable time for the committee when compiling the final list at Midwinter.
- Answers all correspondence promptly, referring correspondence to the ALSC President or staff for reply when appropriate. Copies all correspondence to the ALSC President, ALSC Vice President/President-Elect, appropriate ALSC staff, *Booklist* Consultant, and Priority Group Consultant. (All year)
- Submits budget request for next year's chair. (On request only)
- Maintains financial records of committee's expenses and requests reimbursement from ALSC (all year).
- Prepares committee reports at and between conferences for the ALSC Board.
- Alerts ALSC staff of titles needed for consideration (at least three weeks prior to the Annual and Midwinter meetings). Informs ALSC staff immediately of any late additions.

Annual and Midwinter Conferences

- Works with ALSC staff to arrange committee meeting schedule and meeting room arrangements.
- Submits discussion lists to ALSC staff for posting on ALSC Web site as early as possible before conferences.
- Establishes and distributes agendas to committee members for all committee meetings.
- Arranges in advance of committee meetings for all material (books, discussion lists, etc.) to be available in the meeting room.
- May designate committee members to introduce each book during committee discussions (see p. 15).
- Prepares, or arranges for a committee member to prepare, a PowerPoint presentation for the Annual and Midwinter Conferences, showing the cover, author, illustrator, and publisher of each title to be discussed.
- Develops and distributes roster of committee members' hotel information to facilitate communication.
- Attends ALSC Saturday-morning Division Leadership meetings, as schedule permits.
- Arranges with ALSC staff to secure keys to meeting room and to trunks with committee books.
- Consults with ALSC staff about access to photocopying services.
- Acknowledges observer presence by letting observers know (by signs, PowerPoint presentation, and occasional bridging comments) what phase of its work the committee is engaged in. Exercises leadership to assure that the committee can work together without interruption.
- Facilitates discussion of titles on discussion list.

Midwinter Conference

- Prepares final selection ballot for committee vote.
- Assigns tellers to tally vote.
- Prepares or supervises preparation of annotations, editing them and submitting bibliographically correct list to ALSC staff and the *Booklist* Consultant. The list will

be submitted to the ALSC staff before leaving the Midwinter meeting, or immediately afterwards.

Between Midwinter Meeting and Annual Conference

- Approves editorial changes to the final list.
- Sends appropriate committee files to next chair and all other files to ALSC Office.
- Prepares and sends suggestions to the Chair of the next year's committee (February).
- Sends letters of commendation requested by committee members to their employers/supervisors.

ALSC STAFF

- On the President's instructions, sends letters of invitation to new committee members (fall). Notifies Chair of committee appointments as soon as candidates accept their appointments.
- Maintains ALSC Web site with Notables Manual to be downloaded by committee members.
- Supplies publishers with a mail roster of committee members, and posts roster on ALSC Web site.
- Assists with call for ALSC members-at-large to nominate titles.
- Maintains a collection of all books nominated.
- Posts discussion lists to ALSC Web site in advance of Annual and Midwinter meetings.
- Assists Priority Group Consultant in checking eligibility of books nominated. (Upon request)

For Annual Conference and Midwinter Meeting

- Works with Chair in establishing meeting schedule and meeting room arrangements.
- Requests that Conference Services office provide a secured room for committee meetings.
- Provides one copy of each book to be discussed (dependent on publisher's willingness to respond to request).
- Arranges for Chair to secure keys to meeting room, keys to trunks with committee books, and access to photocopying services.

During and After Midwinter

- Receives and reviews list copy; adds bibliographic information and annotations for Newbery, Caldecott, Batchelder, Geisel, Sibert and Pura Belpré medal and honor titles; checks bibliographical data for accuracy with *Booklist* children's book editor; edits annotations, submits to *Booklist*.
- If books named to the list also happen to win other ALA awards or honors (Coretta Scott King Award, Michael L. Printz Award, YALSA Best Books for Young Adults list), these awards and honors should be noted in bold italics on the Notable Children's Books list after the book's annotation. These designations will be added

by ALSC staff and should appear on the ALSC Web site version of the Notable Children's Books list.

- Posts final Notables list to the ALSC Web site.
- A "Notables" seal copy is sent to each vendor that produces a notable book that receives the ALSC Notables distinction, with information on how to purchase this seal.

ALSC MEMBERSHIP

- May submit titles on nomination form (Appendix B) to Chair for committee consideration.
- Publicizes Notable Books list in members' communities.

ALSC BOARD

- Regularly, or upon request, reviews and reaffirms the committee's function statement, criteria, policies, etc.

ALSC PRESIDENT

- Appoints or reappoints committee members.
- Appoints Chair.
- Makes appointments to fill vacancies on committee as needed.
- Deals with conflicts of interest of committee members with the assistance of the Executive Committee.

PRIORITY GROUP CONSULTANT

- Assists the Chair and the committee with procedural problems and questions regarding the eligibility of books.

BOOKLIST CONSULTANT

- Sits in on committee meetings at the Annual and Midwinter conferences.
- Assists Chair with the editing of the final list.

PART IV: APPENDICES

- Appendix A: Suggested Background Reading
- Appendix B: Sample Committee Calendar
- Appendix C: Nomination Form
- Appendix D: Sample Midwinter Discussion List
- Appendix E: Sample Midwinter Final Selection Ballot
- Appendix F: Sample Letter to Committee Member's Employer
- Appendix G: Eligibility Samples
- Appendix H: ALSC Policy for Service on Media Evaluation Committees

Appendix A

Suggested Background Readings

Since the Notable Children's Books Committee considers the full range of books published for children, there are many books which could be part of one's background reading. Here is a selected list of recommended reading:

Fisher, Margery. Intent Upon Reading: A Critical Appraisal of Modern Fiction for Children. Watts, 1962.

Matters of Fact: Aspects of Non-Fiction for Children. Crowell, 1972

Haviland, Virginia. Children and Literature: Views and Reviews. Scott, Foresman & Co., 1973.

Horning, Kathleen T. From Cover to Cover: Evaluating and Reviewing Children's Books. HarperCollins, 1997.

Lukens, Rebecca J. A Critical Handbook of Children's Literature. Scott, Foresman & Co., 1973.

Smith, James Steel. A Critical Approach to Children's Literature. McGraw-Hill, 1967.

Sutherland, Zena. Children and Books. Ninth ed. Longman, 1997.

Appendix B

Sample Committee Calendar

NOTE: This calendar is a sample. Each Chair will adapt the schedule to meet specific years' needs with varying Annual and Midwinter meeting dates.

February	First mailings to committee
May 8 (Monday)	Round 1 Nominations with annotations due to Chair
June 5 (Monday)	Ballot #1 due to Chair (Titles with 6 or more yes votes will comprise discussion list for ALA Annual.)
June 12 (or earlier)	Results of Ballot #1 returned to members
June 24-26	ALA Annual Conference
	June 24 (Saturday) 12:00 – Lunch
	2-5:30 – Discussion
	June 25 (Sunday) 2-5:30 – Discussion
	June 26 (Monday) 2-4:30 – Discussion
July 24 (Monday)	Round 2 Nominations with annotations due to Chair
August 21 (Monday)	Ballot #2 due to Chair
August 28 (or earlier)	Results of Ballot #2 returned to members
September 18 (Monday)	Round 3 Nominations with annotations due to Chair
October 16 (Monday)	Ballot #3 due to Chair
October 23 (or earlier)	Results of Ballot #3 returned to members
November 13 (Monday)	Round 4 Nominations due to Chair
December 11 (Monday)	Ballot #4 due to Chair
December 18 (or earlier)	Results of Ballot #4 returned to members
Round 5 Nominations made after November 13 should be sent directly to all members of the committee via e-mail. These late nominations will be included in a pre-Midwinter mini-ballot.	
January 19-23	ALA Midwinter Conference
	Jan. 19 (Friday) 2-5:30 – Discussion
	Jan. 20 (Saturday) 2-5:30 – Discussion
	Jan. 21 (Sunday) 2-5:30 – Discussion
	Jan. 22 (Monday) 2-5:30 – Discussion
	Eve. – Optional dinner to celebrate our work
	Jan. 23 (Tuesday) 8-12:30 a.m. – Vote and prepare list with annotations

Appendix C

NOTE: In recent years, this form has changed frequently. Check with ALSC Office for current form.

ALSC Notable Children's Books Nomination Form

Committee members must fill out and return this form when submitting nominations to the Chair.

This form may also be found at:

<http://www.ala.org/ala/mgrps/divs/alsc/awardsgrants/childrensnotable/notablechibooks/ncbselectcomm/index.cfm>

Author:

(Be sure to list all co-authors if applicable.)

Title:

(enter book by title if there is no author)

Subtitle:

(if listed on title page)

Editor or Compiler:

(if listed on title page)

Translator:

Classification:

[Picture Book, Fiction, Nonfiction (Nonfiction includes folktales and poetry)]

Illustrator(s):

Copyright Date:

Hardcover

Publisher/Imprint:

Price:

ISBN-13:

Paperback (only if hardcover is not available)

Publisher/Imprint:

Price:

ISBN-13:

Annotation (Please be brief and concise. Try to limit your annotation to 35 words. In addition to your 35-word annotation, provide below or on another sheet your rationale for nominating this book.)

Appendix D

Sample Midwinter Discussion List

ALSC NOTABLE CHILDREN'S BOOKS COMMITTEE - DISCUSSION LIST - MIDWINTER 2008

This Midwinter discussion list of 153 titles is the result of a year's worth of extensive reading and careful evaluation by the 2008 Notables committee. Members nominate books that meet the Notable criteria, defending their choices with critical statements. The nomination critiques are sent to the entire committee, and members are given time to read the statements and review the books. The committee then takes a ballot on the nominated books. Only books receiving 6 or more votes earn a place on the Midwinter discussion list. Members participate in five such nomination and balloting cycles over the course of a year. The books in italics on this list were discussed in full at the Annual conference, but they will be reviewed again before our final voting on Tuesday morning. For a more complete description of the Notables process, you can access the Notable Children's Books Manual on the ALSC Web site.

2008 NOTABLE CHILDREN'S BOOKS COMMITTEE MEMBERS

Betty Carter, Consultant, Coppell, TX
Kay Bowes, Youth Services Librarian
 Brandywine Hundred Library, Wilmington, DE
Elise DeGuseppi, Collection Services Librarian
 Pierce County Library System
Eliza T. Dresang, Eliza Atkins Gleason Professor
 Florida State University, College of Information, Tallahassee, FL
Rosanne Feldman, Senior Middle School Librarian
 The Dalton School, New York, NY
Darwin L. Henderson, Associate Professor of Education
 University of Cincinnati, Cincinnati, OH
Barbara Immroth, Professor
 School of Information, University of Texas at Austin, Austin, TX
Kathleen Isaacs, Children's Literature Specialist
 Pasadena, MD
Carol K. Phillips, Manager of Youth Services
 East Brunswick Public Library, East Brunswick, NJ
Martha M. Walke, Board Member and Registrar
 Children's Literature New England, Inc., So. Stafford, VT
Chair: Caroline Ward, Youth Services Coordinator
 The Ferguson Library, Stamford, CT

Author	Title	Illustrator	Publisher
FICTION			
Alexander, Lloyd	The Golden Dream of Carlo Chuchio		Holt
Alexie, Sherman	The Absolutely True Diary of a Part-Time Indian	Forney, Ellen	Little, Brown
Babbitt, Natalie	Jack Plank Tells Tales		Scholastic/Michael Di Capua
Bang-Campbell, Monika	Little Rat Makes Music	Bang, Molly	Harcourt
Compestine, Ying	Revolution Is Not a Dinner Party		Holt
Chang			
Curtis, Christopher Paul	Elijah of Buxton		Scholastic

Gardner, Lyn <i>Hest, Amy</i>	Into the Woods <i>Remembering Mrs. Rossi</i>	Grey, Mimi	Random/David Fickling Books <i>Candlewick</i>
Holm, Jennifer	Middle School is Worse Than Meatloaf	Castaldi, Elicia	Atheneum/Ginee Seo Roaring Brook/Deborah Brodie
Johnston, Tony	Bone by Bone by Bone		
Jonell, Lynne <i>Jones, Diana Wynne</i>	Emmy and the Incredible Shrinking Rat <i>The Game</i> <i>How it Happened in Peach</i>	Bean, Jonathan	Holt <i>Penguin</i> <i>Random House/ Wendy</i> <i>Lamb</i>
<i>Jocelyn, Marthe</i>	<i>Hill</i>		
MacLachlan, Patricia	Edward's Eyes		S&S\ Antheneum
McMullan, Margaret	When I Crossed No-Bob		Houghton Mifflin
Miller, Sarah	Miss Spitfire		S&S/Atheneum
Murphy, Pat	The Wild Girls		Peguvin/Vikings
		Watson, Jesse Joshua	
Neri, G.	Chess Rumble		Lee & Low
Oppel, Kenneth	Darkwing		HarperCollins/EOS
Park, Linda Sue <i>Peck, Richard</i>	Click <i>On the Wings of Heroes</i> The True Meaning of Smekday		Scholastic/Arthur A. Levine <i>Penguin/Dial</i>
Rex, Adam			Hyperion
Root, Phyllis	Aunt Nancy and the Bothersome Visitor	Parkins, David	Candlewick
Rowling, J. K.	Harry Potter and the Deathly Hallows		Scholastic/Arthur Levine
Salisbury, Graham	Night of the Howling Dogs		Random/Wendy Lamb
Schmidt, Gary D.	The Wednesday Wars <i>The Invention of Hugo</i>		Clarion
<i>Selznick, Brian</i>	<i>Cabret</i>	<i>Selznick,</i> <i>Brian</i>	<i>Scholastic</i>
Spinelli, Jerry <i>Stewart, Trenton</i>	Eggs <i>The Mysterious Benedict</i> <i>Society</i>		Little Brown
Lee		<i>Ellis, Carson</i>	<i>Little, Brown/ Megan Tingley</i>
Tan, Shaun	The Arrival <i>Emma-Jean Lazarus Fell Out</i> <i>of a Tree</i>	Tan, Shaun	Scholastic/Arthur A. Levine <i>Penguin/Dial</i>
<i>Tarshis, Lauren</i>	<i>The New Policeman</i>		<i>Greenwillow</i> Roaring Brook/Deborah Brodie
Thompson, Kate			Harcourt
Toksvig, Sandi	Hitler's Canary		Roaring Brook/First Second
Urban, Linda	A Crooked Kind of Perfect		
Varon, Sara	Robot Dreams	Varon, Sara	
<i>Weatherford, Carol</i>		<i>Jenkins,</i> <i>Leonard</i>	<i>Penguin/Dial</i> <i>Penguin/Viking</i>
<i>Boston</i>	<i>Champions on the Bench</i>		
<i>Wells, Rosemary</i>	<i>Red Moon at Sharpsburg</i>		
Wild, Margaret	Woolvs in the Sitee	Spudvilas, Anne	Boyd's Mills/Front Street
Wiles, Deborah	The Aurora County All-Stars		Harcourt
Willems, Mo	I Am Invited to a Party	Willems, Mo	Hyperion
<i>Willems, Mo</i>	<i>My Friend Is Sad</i>	<i>Willems, Mo</i>	<i>Hyperion</i>
<i>Willems, Mo</i>	<i>Today I Will Fly!</i>	<i>Willems, Mo</i>	<i>Hyperion</i>
Willems, Mo	There Is a Bird on Your Head	Willems, Mo	Hyperion

Williams, Marcia Woodson, Jacqueline	Chaucer's Canterbury Tales Feathers <i>Rex Zero and The End of the World</i>	Williams, Marcia	Candlewick Putnam <i>Farrar/Melanie Kroupa</i>
Wynne-Jones, Tim Zimmer, Tracie Vaugh	Reaching for Sun		Bloomsbury

PICTURE BOOKS

Agee, Jan Ajmera, Maya	Nothing Global Babies	Agee, Jon	Hyperion Charlesbridge
<i>Banks, Kate</i>	<i>Fox</i>	<i>Hallensleben, Georg</i>	<i>FSG/Frances Foster</i>
Bean, Jonathan	At Night	Bean, Jonathan	FSG
Broach, Elise and Anika Denise	When Dinosaurs Came with Everything	Small, David	Simon & Schuster/ Atheneum
Bunting, Eve	Hurry! Hurry!	Mack, Jeff	Harcourt
Coffelt, Nancy	Fred Stays With Me!	Tusa, Tricia	Little Brown
Cole, Brock	Good Enough to Eat	Cole, Brock	Farrar
Cronin, Doreen	Diary of a Fly	Bliss, Harry	HarperCollins/Joanna Cotler
Davies, Nicola	White Owl, Barn Owl	Michael Foreman	Candlewick
Donofrio, Beverly	Mary and the Mouse, the Mouse and Mary	McClintock, Barbara	Random/Schwartz & Wade
<i>Foley, Greg</i>	<i>Thank You, Bear</i>	<i>Foley, Greg</i>	<i>Viking</i>
<i>Gershator, Phillis</i>	<i>Sky Sweeper</i>	<i>Meade, Holly</i>	<i>Farrar/Melanie Kroupa</i>
Gerstein, Mordicai	Leaving the Nest	Gerstein, Mordicai	Farrar/Frances Foster
Graham, Bob	Dimity Dumpty	Graham, Bob	Candlewick
Gravett, Emily	Meerkat Mail	Gravett, Emily	Simon & Schuster
<i>Gravett, Emily</i>	<i>Orange Pear Apple Bear</i>	<i>Gravett, Emily</i>	<i>Simon and Schuster</i>
<i>Harrington, Janice N.</i>	<i>The Chicken-Chasing Queen of Lamar County</i>	<i>Jackson, Shelley</i>	<i>Farrar/Melanie Kroupa</i>
<i>Henkes, Kevin</i>	<i>A Good Day</i>	<i>Henkes, Kevin</i>	<i>Greenwillow</i>
<i>Isadora, Rachel</i>	<i>Yo, Jo!</i>	<i>Isadora, Rachel</i>	<i>Harcourt</i>
<i>Johnson, Angela</i>	<i>Lily Brown's Paintings</i>	<i>Lewis, E.B.</i>	<i>Scholastic/Orchard</i>
<i>LaRochelle, David</i>	<i>The End</i>	<i>Egielski, Richard</i>	<i>Scholastic/ Arthur A. Levine</i>
<i>Lee, Suzy</i>	<i>The Zoo</i>	<i>Lee, Suzy</i>	<i>Kane Miller</i>
Lehman, Barbara	Rainstorm	Lehman, Barbara	Houghton Mifflin
<i>Levine, Ellen</i>	<i>Henry's Freedom Box</i>	<i>Nelson, Kadir</i>	<i>Scholastic</i>
Newgarden, Mark	Bow-Wow Bugs a Bug	Newgarden, Mark	Harcourt
Madison, Alan	Velma Gratch and the Way Cool Butterfly	Hawkes, Kevin	Random/Schwartz & Wade
McKissack, Patricia A.	The All-I'll-Ever-Want Christmas	Pinkney, Jerry	Random/Schwartz & Wade

McNamara, Margaret Morales, Yuyi	Doll How Many Seeds in a Pumpkin? Little Night <i>17 Things I Am Not Allowed to Do Anymore</i>	Karas, G. Brian Morales, Yuyi Nancy Carpenter	Random/Schwartz&Wade Roaring Brook/Neal Porter <i>Random/Schwartz & Wade</i>
Offill, Jenny		Perkins, Lynne Rae Rex, Adam Zollars, Jaime	Greenwillow Harcourt <i>Albert Whitman</i>
Perkins, Lynne Rae Rex, Adam	Pictures from our Vacation Pssst!	Rosenthal, Marc Seeger, Laura Vaccaro	HarperCollins/J Joanna Cotler <i>Roaring Brook/Neal Porter</i>
Riggs, Shannon	<i>Not in Room 204</i>	Seeger, Laura Vaccaro	Roaring Brook/ Neal Porter
Rosenthal, Marc	Phooey!	Bean, Jonathan Gregory, R. Christie	Simon & Schuster Harcourt
Seeger, Laura Vaccaro	<i>Dog and Bear</i>	Willems, Mo Shelley, John	Hyperion <i>Boyd's Mill/ Front Street</i>
Seeger, Laura Vaccaro	First the Egg The Apple Pie That Papa Baked		
Thompson, Lauren			
Wheeler, Lisa Willems, Mo Wynne-Jones, Tim	Jazz Baby Knuffle Bunny Too <i>The Boat in the Tree</i>		

NON-FICTION--FOLKLORE

Daly, Niki	<i>Pretty Salma</i>	Daly, Niki	<i>Clarion</i>
Dillon, Leo & Diane	Mother Goose Numbers on the Loose	Dillon, Leo & Diane Paschkis, Julie	Harcourt Holt
Fleischman, Paul MacDonald, Margaret Read	Glass Slipper, Gold Sandal <i>Little Rooster's Diamond Button</i>	Terry, Will Pinkney, Jerry	<i>Albert Whitman</i> Little Brown
Pinkney, Jerry Schlitz, Laura Amy	Little Red Riding Hood The Bearskinner	Grafe, Max	Candlewick

NON-FICTION--POETRY

Alexander, Elizabeth & Nelson, Marilyn	Miss Crandall's School for Young Ladies and Little Misses of Color	Cooper, Floyd Ringgold, Faith	Boyd's Mills/Wordsong <i>HarperCollins/ Amistad</i>
Brooks, Gwendolyn	<i>Bronzeville Boys and Girls</i>	Myers, Christopher Florian, Douglas	Hyperion/Jump at the Sun Harcourt
Carroll, Lewis	Jabberwocky <i>Comets, Stars, the Moon, and Mars</i>	Evans, Shane	Clarion <i>Scholastic/ Orchard</i>
Florian, Douglas Grandits, John	Blue Lipstick		
Grimes, Nikki	<i>When Gorilla Goes Walking</i>		

Harrison, David L.	<i>Bugs: Poems about Creeping Things</i>	Shepperson, Rob	Boyd's Mills/Wordsong
Issa, Kobayashi	<i>Today and Today</i>	Karas, G. Brian	Scholastic
Lewis, J. Patrick	The Brothers' War		National Geographic
Mora, Pat	Yum! Mmmm! Que Rico!	Lopez, Rafael	Lee & Low
Park, Linda Sue	Tap Dancing on the Roof	Banyai, Istvan	Clarion
Prelutsky, Jack	<i>Good Sports</i>	Raschka, Chris	Knopf
Prevert, Jacques	How to Paint the Portrait of a Bird	Gerstein, Mordicai	Roaring Brook
Ryder, Joanne	Toad by the Road	Kneen, Maggie	Henry Holt
Weatherford, Carole Boston	Birmingham, 1963		Boyd's Mills/Wordsong
Worth, Valerie	<i>Animal Poems</i>	Jenkins, Steve	Farrar, Strauss and Giroux
Yolen, Jane	<i>Here's a Little Poem</i>	Dunbar, Polly	Candlewick

NON-FICTION--BIOGRAPHY

Barakat, Ibitsam	<i>Tasting the Sky: A Palestinian Childhood</i>		Farrar/Melanie Kroupa
Brown, Don	Dolley Madison Saves George Washington	Brown, Don	Houghton Mifflin
Burleigh, Robert	Napoleon	Burleigh, Robert	Abrams
FitzGerald, Dawn	<i>Vinnie and Abraham</i>	Stock, Catherine	Charlesbridge
Giblin, James Cross	The Many Rides of Paul Revere		Scholastic
Gourse, Leslie	<i>Sophisticated Ladies: The Great Women of Jazz</i>	French, Martin	Dutton
Krull, Kathleen	Marie Curie	Kulikov, Boris	Penguin/Viking
McCarthy, Meghan	Strong Man	McCarthy, Meghan	Knopf
Nau, Thomas	Walker Evans		Roaring Brook/Neal Porter
Rubin, Susan	Edward Hopper		Abrams
Sis, Peter	The Wall	Sis, Peter	Farrar/Frances Foster
St. George, Judith	<i>Make Your Mark, Franklin Roosevelt</i>	Spencer, Britt	Philomel
Woelfle, Gretchen	<i>Jeannette Rankin: Political Pioneer</i>		Boyd's Mill/Calkins Creek

NON-FICTION--GENERAL

Ancona, George	Capoeira: Game! Dance! Martial Art!		Lee & Low
Arnold, Caroline	Taj Mahal	Bhushan, Rahul	Carolrhoda

Aronson, Marc & John W. Glen	The World Made New		National Geographic
Bausum, Ann	Muckrakers		National Geographic
Bishop, Nic	Spiders		Scholastic
<i>Bryan, Ashley</i>	<i>Let It Shine: Three Favorite Spirituals</i>	<i>Bryan, Ashley</i>	<i>Atheneum</i>
<i>Burns, Loree Griffin</i>	<i>Tracking Trash</i>		<i>Houghton Mifflin</i>
	Pocket Babies and Other Amazing Marsupials		Darby Creek
Collard, Sneed B III			
<i>Cook, Sally</i>	<i>Hey Batta Batta Swing!</i>	<i>MacDonald, Ross</i>	<i>McElderry</i>
Dowson, Nick	Tracks of a Panda	Yu, Rong	Candlewick
<i>Floca, Brian</i>	<i>Lightship</i>	<i>Floca, Brian</i>	<i>S&S/Richard Jackson</i>
	Who Was First? Discovering the Americas		Clarion
Freedman, Russell	<i>On My Journey Now</i>		<i>Candlewick Press</i>
<i>Giovanni, Nikki</i>	<i>An Inconvenient Truth</i>		<i>Viking/Rodale</i>
<i>Gore, Al</i>	Mysteries of the Mummy		
Halls, Kelly Milner	Kids		Darby Creek
Hampton, Wilborn	War In The Middle East		Candlewick
	<i>Owen & Mzee: The Language of Friendship</i>	<i>Greste, Peter</i>	<i>Scholastic</i>
<i>Hatkoff, Isabella</i>	Living Color		Houghton Mifflin
Jenkins, Steve	One Thousand Tracings		Hyperion
Judge, Lita	At Gleason's Gym	Levin, Ted	Roaring Brook/Neal Porter
Lewin, Ted	Old Penn Station	Low, William	Holt
Low, William	Pass It Down		Walker
Marcus, Leonard S.			
Ray, Deborah		Ray, Deborah	
Kogan	Down the Colorado	Kogan	Farrar
		Cravath, Lynne Avril	Penguin/Dutton
Saltz, Gail	Changing You	Addison, Kenneth	Lee & Low
Schertle, Alice	We Good Masters! Sweet Ladies!	Byrd, Robert	Candlewick
Schlitz, Laura Amy	When Is a Planet Not a Planet?		Clarion
Scott, Elaine	<i>The Ultimate Weapon</i>		<i>Holiday House</i>
<i>Sullivan, Edward T.</i>	Ballerina Dreams	Estrin, James	Feiwel & Friends
Thompson, Lauren			

Appendix E
FIRST PAGE OF SAMPLE MIDWINTER FINAL SELECTION BALLOT
ALSC NOTABLE CHILDREN'S BOOKS COMMITTEE - BALLOT - MIDWINTER 2008

Author	Title	Illustrator	Publisher	VOTE
FICTION				
Alexander, Lloyd	The Golden Dream of Carlo Chuchio		Holt	
Alexie, Sherman	The Absolutely True Diary of a Part-Time Indian	Forney, Ellen	Little, Brown Scholastic/Michael Di Capua	
Babbitt, Natalie	Jack Plank Tells Tales		Harcourt	
Bang-Campbell, Monika	Little Rat Makes Music	Bang, Molly	Holt	
Compestine, Ying Chang	Revolution Is Not a Dinner Party		Random/David Fickling Books Candlewick	
Gardner, Lyn	Into the Woods	Grey, Mimi	Atheneum/Ginee Seo	
Hest, Amy	Remembering Mrs. Rossi		Roaring Brook/Deborah Brodie	
Holm, Jennifer	Middle School is Worse Than Meatloaf	Castaldi, Elicia	Holt	
Johnston, Tony	Bone by Bone by Bone	Bean, Jonathan	Penguin	
Jonell, Lynne	Emmy and the Incredible Shrinking Rat		Random House/Wendy Lamb	
Jones, Diana Wynne	The Game		S&S\ Antheneum	
Jocelyn, Marthe MacLachlan,	How it Happened in Peach Hill		Houghton Mifflin	
Patricia McMullan,	Edward's Eyes		S&S/Atheneum	
Margaret Miller, Sarah	When I Crossed No-Bob		Peguin/Vikings	
Murphy, Pat	Miss Spitfire			
Neri, G.	The Wild Girls	Watson, Jesse Joshua	Lee & Low	
Oppel, Kenneth	Chess Rumble		HarperCollins/EOS	
Park, Linda Sue	Darkwing		Scholastic/Arthur A. Levine	
Peck, Richard	Click		Penguin/Dial	
Rex, Adam	On the Wings of Heroes			
Root, Phyllis	The True Meaning of Smekday		Hyperion	
Rowling, J. K.	Aunt Nancy and the Botherome Visitor	Parkins, David	Candlewick	
Salisbury, Graham	Harry Potter and the Deathly Hallows		Scholastic/Arthur Levine	
Spinelli, Jerry	Night of the Howling Dogs		Random/Wendy Lamb	
	Eggs		Little Brown	

Appendix F

Sample Letter to Committee Member's Employer

[DATE]

[NAME, ADDRESS]

[SALUATION]:

Please accept our congratulations and thanks for your support of [NAME] during her [or HIS] term on the ALA'S Association for Library Service to Children's [YEAR] Notable Children's Books Committee.

The committee, which will select the [YEAR] Notable Children's Books, will be considering books for children which are published in the United States during [YEAR]. The job of a committee member has become very demanding. Besides the initial reading, the members have been involved in an intense process of evaluation and discussion to hone their selection/reviewing skills and increase their professional understanding of the field of children's books. It's a demanding but wonderful experience and one that should prove of great value to their libraries, systems, and universities as well as to themselves.

[NAME] has been an exemplary member of this committee and we look forward to seeing [HIM/HER] in [CITY] in [MONTH, YEAR] to make the final selection and in [CITY] in [MONTH, YEAR] for the Notable Children's Books list.

Thank you again for your support during this selection process.

Sincerely,

[NAME], Chair
[YEAR] Notable Children's Books Committee

|

Appendix G
EXPANDED DEFINITIONS & ELIGIBILITY SAMPLES

EXPANDED DEFINITIONS & EXAMPLES

I. PUBLICATION ELIGIBILITY ISSUES

(A) SIMULTANEOUS

SIMULTANEOUS - means "at the same time." For purposes of the Notable Books Committee, "published simultaneously" means that a book was first published in the United States within the same calendar year that it was first published in any other country, whether or not the actual dates of publication are identical.

Example:

How I Live Now, by Meg Rosoff, was published in 2004 by Wendy Lamb/Random House, and "simultaneously" published in Great Britain. It was explained by the editor, Wendy Lamb, that the book had been jointly acquired by the U.S. and British publishers; that editorial work had, from the beginning, been a joint process by the two editors; and that every effort had been made to be sure that the two editions were, literally, simultaneous. However, certain procedures specific to each publisher were impossible to manipulate (such as Tuesday always being publication day in the U.S. while the British publication day was always Thursday for these publishers). For this reason, the British edition was actually released a few days—but only a few days—before the U.S. edition. The book was ruled eligible with regard to date.

Note: This example does not address other issues, such as the age level of *How I Live Now*.

(B) FIRST PUBLISHED IN THE UNITED STATES

FIRST PUBLISHED IN THE UNITED STATES - means that the acquisition of the book and the editorial work were done by a publisher with editorial offices in the United States that publishes books under U.S. publishing conventions for a United States market. A book may be eligible if published "simultaneously" or "subsequently" (see above) in another country, provided the acquisition and editorial work were done jointly or originated in the U.S.

Examples:

1. As in the example above, Rosoff's *How I Live Now* was considered eligible because the editorial work was done JOINTLY. Had the editorial work been done only by the British editor, the book would have been ineligible.

2. Numerous books have been declared ineligible because their publishers, although they have an "office" somewhere in the US, actually do the editorial work in another country. See below.

(C) U.S. PUBLISHER / AMERICAN PUBLISHER

U.S. PUBLISHER and AMERICAN PUBLISHER - are used synonymously to mean a publisher with editorial offices in the United States. Publishers who maintain warehouse or distribution facilities in the U.S. but whose primary editorial offices are in other countries are specifically excluded.

(D) PUBLISHED

PUBLISHED - means prepared and issued for public sale. This includes the acquisition, editorial work and release of a book and may (or may not) also include marketing and promotion.

Example:

Eragon, by Christopher Paolini, was originally self-published by Paolini International, Livingston, Montana, in 2002. Subsequently, in 2003, it was published by Random House. Because the first edition had been sold locally and distributed by the author, the Random House edition was ineligible.

The same would have been true had the original publication been by any smaller publisher, rather than by the author.

(E) PUBLICATION DATE

The intent is that every eligible book be considered, but no book be considered in more than one year.

Publication dates may initially be determined from the book itself; from the publisher's Web site, or from such sources as the Library of Congress online catalog at <http://catalog.loc.gov> or Amazon at <http://www.amazon.com>.

Verification of publication dates, in cases where there is a question, should be done by the Chair or Priority Consultant, NOT individual committee members, with the assistance of ALSC staff if needed.

Examples:

A book with a copyright date of 2009 was actually put on sale and shipped by its publisher earlier than planned in late December 2008 due to year-end warehousing/inventory issues. It is eligible in 2009 for the 2010 awards.

Text and illustrations from *The Year of the Rat* by Grace Lin were copyrighted in 2007, but the title page of the book lists "First edition: January 2008." It was eligible in 2008 for the 2009 awards.

(F) DISTRIBUTED

DISTRIBUTED - means transmitted from the publisher to the wholesale or retail seller and may (or may not) also include marketing and promotion.

Example: Publishers Group West distributes the books of many small publishers (Children's Book Press, Lee and Low, Island Press and others).

(G) EDITORIAL WORK

EDITORIAL WORK - means the negotiation process between author or illustrator and editor that

leads from initial manuscript to finished book. It may include conversations, correspondence, written instructions, markings on drafts, or other communication about the book.

Example:

In the Rosoff example above, the editors worked with the author to shape the original manuscript, correct errors, etc. The two editors also held conversations with the author about the best choice of words to make the book equally readable in both countries.

Additional examples from one of the great editors of children's books may be found in the wonderful correspondence collected by Leonard Marcus in *Dear Genius: The Letters of Ursula Nordstrom* (HarperCollins, 1998).

(H) EDITORIAL OFFICE

EDITORIAL OFFICE - means the place where "editorial work" is officially done. While it is recognized that many editors work at home, in transit, and in locations other than "offices," the location of the Editorial Office refers to the business address at which such work originates. Secondary or subsidiary offices are specifically excluded.

"Editorial work" (see above) specifically refers to the process of refining the manuscript from its original draft or proposal to its finished form. An office that acquires the original manuscript or distributes the completed book is not considered an "editorial office" unless the work of editing is also done there.

Example: Several Canadian publishers have maintained offices in the state of New York and elsewhere in the United States to facilitate their interactions with U.S. writers and illustrators while performing editorial work at their Canadian headquarters. These publishers, while they have U.S. offices, are not considered U.S. publishers for purposes of these awards.

II. Book Eligibility Issues

(A) IN ENGLISH

IN ENGLISH - means that the committee considers only books written and published in English. This requirement DOES NOT limit the use of words or phrases in another language where appropriate in context. Bilingual books may be considered, with the understanding that the Notable designation is given for the English text. In such cases the committee should, if necessary, request that the non-English text be read by a native-speaker of that language to determine whether there are flaws that detract from the book's excellence or that would limit its acceptance by readers in the second language. This should be done ONLY by the chair, not individual committee members.

(B) CHILDREN'S BOOK

CHILDREN'S BOOK - means a book for which children, up to and including age 14, are an intended and potential audience. Books for this entire age range are to be considered. The Notable Children's Book list loosely represent the following: **Younger Readers** – Preschool-grade 2 (age 7), including easy-to-read books; **Middle Readers** – Grades 3-5, ages 8-10; **Older Readers** – Grades 6-8, ages 11-

Commented [AS2]: Would these be relevant/useful?

Commented [AS3]: The bilingual language is articulated in the award manuals. Should it be here? This is articulated under criteria above. Eliminate here and expand up there?

Commented [AS4]: I reworked this from the Award manuals expanded definition. Is this accurate for Notables?

Commented [AS5]: Intended is not used in Notable criteria. This is from the award entry. Is this a nuanced word?

14; All Ages – Has appeal and interest for children in all of the above age ranges.

In some instances, selected books have been criticized for exceeding the upper age limit of fourteen.

If a book is challenging, and suitable for 13-14-year-olds but not for younger readers, is it eligible?

Yes. Questions for committees to consider include these:

* Is there any 14-year-old for whom this book is suitable?

* If so, is it distinguished enough to be considered?

* If so, exactly what 14-year-olds would respond to it, and why?

Commented [AS6]: Is this relevant/useful? Or will it cause problems. Don't seem to get eligibility questions around this for Notable, likely because there is the older age range category.

(C) BOOK

BOOK - means that the work was published in book format (pages between covers). Electronic books (e-books) and technological additions (including, but not limited to, CDs, DVDs, or accompanying websites) are specifically excluded from consideration of the book itself. A book published only in electronic format (e-book) is not eligible.

Example:

A picture-book version of Prokofiev's *Peter and the Wolf* with accompanying CD of a New York Philharmonic performance of the work may be considered, but ONLY the book itself is considered for the award. If the book should win, the citation should point out that although a CD is included with the book, the committee considered, and the award is given to, the book only (or, in this case, the illustrator).

Sample A

Sample of an eligible book, for consideration by the Notable Children's Book Committee, that was published in a different country and simultaneously or subsequently published in the United States

[ELIGIBLE in 2007]

Copyright © 2007 by John P. Writer

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, without prior written permission from the publisher.

Published on Pluto by
Notaplanet Children's Publishing
1 Main St.
Big City, Pluto 12345

Published in the U.S. by
Star-Spangled Press
50 State St.
Washington, DC 20000

Country-of-Origin C.I.P.
Writer, John P.
Larry Trotter and the Eligible Book / by John P. Writer
ISBN-13: 978-0-123-45678-9
ISBN-10: 0-123-45678-9

Printed on Venus

Why?

Although the book has been published outside the U.S., by a non-U.S. publisher, it has been simultaneously published in the U.S. by a U.S. publisher. The words "Published in the U.S. by" are key.

Sample B

Sample of an eligible book, for consideration by the Notable Children's Book Committee, that was published in a different country and simultaneously or subsequently published in the United States

[ELIGIBLE in 2007]

Copyright © 2007 by James S. Penman

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, without prior written permission from the publisher.

Published on Jupiter by
Giant House Books
1 Main St.
Big City, Jupiter 12345

Published in the U.S. by
Giant House Books
1 White St.
New York, NY 10000

Country-of-Origin C.I.P.
Penman, James S.
Perry Notter and the Eligible Book / by James S. Penman
ISBN-13: 978-0-123-45678-9
ISBN-10: 0-123-45678-9

Printed on Venus

Why?

Although the book has been published outside the U.S., by a non-U.S. publisher, the non-U.S. publisher has also published it simultaneously in the U.S. The words "Published in the U.S. by" are key.

Sample C

Sample of an eligible book, for consideration by the Notable Children's Book Committee, that was published in a different country and simultaneously or subsequently published in the United States

[ELIGIBLE in 2007]

Copyright © 2006 by Jennifer R. Scribbler
All rights reserved.
First published on Mars by Redplanet Press
First American edition 2007

Library of Congress C.I.P.
Scribbler, Jennifer R.
Sherri Plotter and the Eligible Book / by Jennifer R. Scribbler
ISBN-13: 978-0-123-45678-9
ISBN-10: 0-123-45678-9

Printed on Venus

Why?

Although this book is not eligible in 2006, it is eligible in 2007 due to the explicit statement "First American edition 2007."

Sample D
Sample of a book that is ineligible for consideration by the Notable Children's Books Committee

[INELIGIBLE]

Copyright © 2007 by Jane Q. Author

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, without prior written permission from the publisher.

Rings & Sons Publishing
1 Main St.
Capitol City, Saturn 12345

Country-of-Origin C.I.P.
Author, Jane Q.
Mary Dotter and the Ineligible Book / by Jane Q. Author
ISBN-13: 978-0-123-45678-9
ISBN-10: 0-123-45678-9

Printed on Venus

Why not?

Publisher is outside the U.S., and there is no affirmative statement of U.S. publication

Sample E
Sample of a book that is ineligible for consideration by the Notable Children's Books Committee

[INELIGIBLE]

Copyright © 2007 by Joseph J. Journalist

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Trident Children's Books
1 Main St.
Big City, Neptune 12345

Country-of-Origin C.I.P.
Journalist, Joseph J.
Terri Schotter and the Ineligible Book / by Joseph J. Journalist
ISBN-13: 978-0-123-45678-9
ISBN-10: 0-123-45678-9

Printed in the United States

Why not?

Publisher is outside the U.S., and there is no affirmative statement of U.S. publication. Place of printing is irrelevant.

Sample F
Sample of a book that is ineligible for consideration by the Notable Children's Books Committee

[INELIGIBLE]

Copyright © 2007 by Jack E. Plotmaster

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, without prior written permission from the publisher.

Shooting Star Press
1 Main St.
Big City, Asteroid 12345
Distributed in the United States by Dutypay Dististributors

Country-of-Origin C.I.P.
Plotmaster, Jack E.
Carrie Clotter and the Ineligible Book / by Jack E. Plotmaster
ISBN-13: 978-0-123-45678-9
ISBN-10: 0-123-45678-9

Printed on Venus

Why not?

Publisher is outside the U.S., and the statement indicates U.S. distribution, which hasn't proved to be sufficient to guarantee that the book won't be subsequently published in the U.S. Books may only be considered one time, in the year of U.S. publication.

Appendix H

ALSC POLICY FOR SERVICE ON MEDIA EVALUATION COMMITTEES

ALSC affirms its confidence in the integrity of members who are appointed to serve on media evaluation committees, and in the integrity of the officers responsible for making these appointments. Because of the nature of the work of such committees, those who serve on them must be especially sensitive to conflict of interest situations and the appearance of impropriety. The purpose of this policy is to clarify the eligibility and responsibility of candidates asked to serve on such committees.

CONFLICT OF INTEREST

It is the policy of the Association for Library Service to Children, its Board of Directors and committees to insure that members in all of its activities avoid conflicts of interest and the appearance of conflicts of interest resulting from their activities as members of committees of the Association. In particular, no person should obtain or appear to obtain special advantages for themselves, their relatives, their employer or their close associates as a result of their services on a committee.

A conflict of interest occurs when an individual's personal or private interests may lead an independent observer reasonably to question whether the individual's professional actions or decisions are influenced by considerations of significant personal or private interest, financial or otherwise.

CONFIDENTIALITY

While media evaluation discussion meetings are open, portions of the voting process may be closed, as outlined in committee manuals.

Committee members may reveal only their own votes, and may not reveal the votes of other committee members or indicate in any way which members nominated or voted for which books. It is understood that all eligible materials are being considered up until the discussion lists are announced.

GUIDELINES FOR MEDIA EVALUATION COMMITTEES

The Association for Library Service to Children compiles a number of lists of recommended children's media, including the Notable Books for Children, Notable Children's Recordings, and Notable Children's Videos, and it is very important that conflicts of interest and the appearance of conflicts of interest be especially avoided. It is a privilege to serve on a media evaluation committee and with that privilege come specific responsibilities to assist the Association for Library Service to Children in preventing conflicts of interest and the appearance of conflicts of interest. Each person who is appointed to serve on a media evaluation committee is expected to consider carefully whether any of his or her personal or professional interests, obligations, activities, or associations could reasonably lead to even the appearance of a conflict of interest, or breach of confidentiality,

and to discuss any such potential conflicts with the ALSC Executive Director prior to accepting the appointment. Situations that arise after a committee member has begun to serve should be directed to the ALSC President, Committee Chair, Priority Group Consultant, and Executive Director. The final decision rests with the Executive Committee.

Those who accept appointment to the media evaluation committees should adhere to the following guidelines:

- 1) Members who have written or illustrated a book, produced or created a video or recording, or produced software that may be eligible for consideration during the period of service on the media evaluation committee should not accept an appointment or nomination to a media evaluation committee.
- 2) Members employed by publishers or producers of such media should not accept an appointment to a media evaluation committee.
- 3) Members who have served as an advisor or consultant to a creator, publisher, or producer of media to be evaluated, beyond the scope of assigned library duties, such as providing reference service, should not accept appointment if the media on which they advised may be eligible for consideration during the period of service on the committee. This includes writing teachers guides or readers' group guides at the request of a trade book publisher or media producer.
- 4) Members should not accept appointment to a media evaluation committee if they have a close family relationship (parent, spouse/partner, son/daughter) or a personal relationship with the creator, publisher, or producer of media that may be eligible which could reasonably be seen by an independent observer to cause a conflict of interest.
- 5) Members should not accept appointment to a media evaluation committee if they have a close family relationship (parent, spouse/partner, son/daughter) with a person employed by a trade publisher or a producer of videos, recordings, or software for children.
- 6) Members should not accept appointment to a media evaluation committee if they, or a close family member, directly own(s) equity (stock ownership, stock options, convertible note(s), or other ownership interest) that represents more than a 5% stake in a trade publisher or a producer of videos, recordings, or software for children.
- 7) Members may not serve concurrently on the ALSC Board and an ALSC award selection or media evaluation committee.
- 8) From time to time, the Association for Library Service to Children may take other action or establish such other guidelines as may be necessary in the Association's sole discretion to protect the integrity of the media evaluation process. Questions from prospective committee members should be directed to the Executive Director; situations that arise after a committee member has begun to serve should be directed to the ALSC President, Past-President, Committee Chair, Priority Group Consultant, and Executive Director. The final decision rests with the Executive Committee.

MEETING ATTENDANCE AND ACCESS TO MATERIALS

Persons appointed to a media evaluation committee should:

- 1) Be able to attend all required discussion and decision meetings scheduled for the Annual and Midwinter meetings of ALA and follow procedures established by the committee.
- 2) Have ready access to the major part of the current output of children's media under consideration in outlets such as your local library, bookstore, or interlibrary loan. It is recognized that there will be an occasional item under consideration which a committee member is unable to obtain. In such an instance, arrangements for review copies may be made as prescribed in the committee's guidelines.

Although these requirements may limit membership on a committee, wise selection requires complete participation of all members of the committee.

FREQUENCY OF SERVICE ON AWARD OR NOTABLE CHILDREN'S BOOKS COMMITTEES

~~No individual may serve on the Batchelder Award, Caldecott Award, Geisel Award, Newbery Award, Sibert Award, Wilder Award, or Notable Children's Books Committees more often than once every four years. This guideline will not apply to the appointment for Chair.~~ No individual may serve on the Batchelder Award, Caldecott Award, Geisel Award, Newbery Award, Sibert Award, Legacy Award, or Notable Children's Books Committees more often than once every four years. The four-year period shall begin from the last year of the term of service regardless of length of term. This guideline will not apply to the appointment for Chair. This guideline will not apply to other ALSC committees. Additionally, in the event that an emergency, mid-year replacement must be made, the four-year rule may be suspended, providing the appointing officer the necessary flexibility and a greater pool of experienced candidates.

Violation of any of the above guidelines may result in dismissal from the media evaluation committee and may preclude service from future committees.

Do you understand and agree to adhere to the guidelines for service on the media evaluation committee as outlined herein and agree to adhere to such other guidelines as the Association for Library Service to Children may hand down from time to time?

___ Yes ___ No

Signed: _____ date

Name: _____

Please fill out and return the attached checklist.

| August 2008. Policy revised June 2011. October 2015, January 2016, February 2018.

Checklist for Prospective ALSC Media Evaluation Committee Members

Please respond to the following questions. A “yes” answer does not necessarily preclude service on a media evaluation committee. These questions are intended to alert prospective committee members to situations that may or may not pose a problem; the answers will enable the Executive Committee to assess individual situations.

Have you already agreed to serve on another ALA unit’s board, award or media evaluation committee, or ALA Council? ☐ Yes ☐ No

Are you under contract for a children’s book, video, or recording that will be published or produced during the period of your committee service? ☐ Yes ☐ No

Have you been employed or served as an advisor or a consultant for a children’s trade book publisher, author or illustrator, or a video, or recording producer in the past three years?
☐ Yes ☐ No

Do you have a close relative (i.e. parent, spouse/partner, son/daughter) who is creator, publisher, or producer of children’s media that may be eligible during the year of your committee service? ☐ Yes ☐ No

Do you have a close relative (i.e. parent, spouse/partner, son/daughter) who is currently employed by a trade publisher or video, or recording producer for children? ☐ Yes ☐ No

Do you, or does a close relative, directly own equity (stock, stock options, convertible notes or any other ownership interest) that represents more than a 5% stake in a trade publishing company or video, or recording, producer for children? ☐ Yes ☐ No

Do you have a personal relationship with the creator, publisher, or producer of children’s media that may be eligible which could reasonably be seen by an independent observer to cause a conflict of interest? ☐ Yes ☐ No

Do you anticipate having any problem attending all required meetings in person at Annual and Midwinter conference? ☐ Yes ☐ No

Do you anticipate having any problem accessing newly published or produced children’s media? ☐ Yes ☐ No

If you have been invited to serve on the Notable Children’s Book Committee, please answer the following question.

Have you served as a member of the Batchelder Award, Caldecott Award, Geisel Award, Newbery Award, Sibert Award, Wilder Award or Notable Children’s Books committees in the past four years? ☐ Yes ☐ No

Signed: _____ date _____
Name: _____

If you answered “yes” to any of the questions, please contact the Executive Director in the ALSC Office before you accept appointment to discuss your specific situation. Failure to disclose such activities may lead to immediate dismissal from the committee.

August 2008, Revised June 2011, October 2015. April 2018.