

ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN

HANDBOOK FOR COMMITTEES

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ALSC HANDBOOK FOR COMMITTEES

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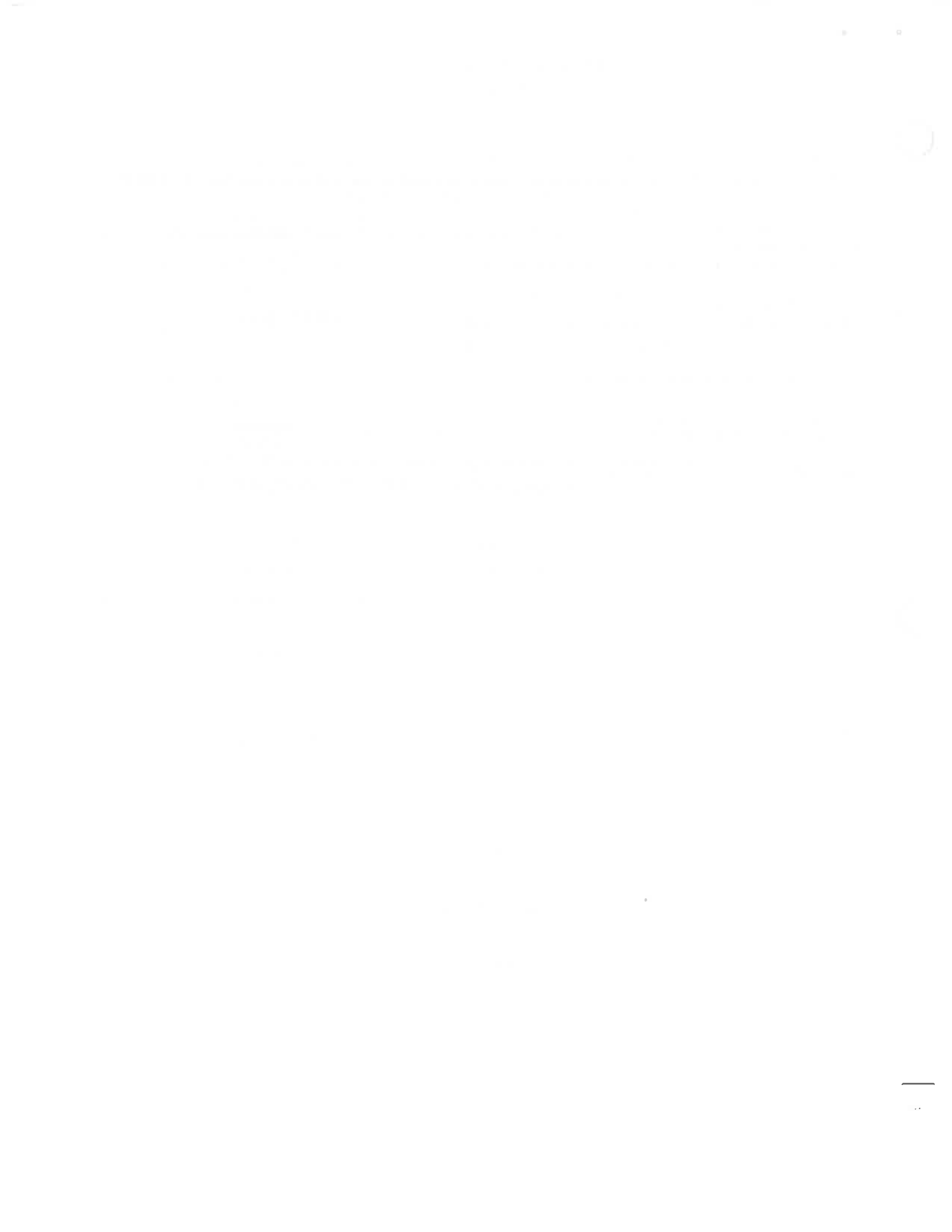


I N T R O D U C T I O N

The program of the Association for Library Service to Children (ALSC) is largely a composite of the work of committees. Each committee is established by the ALSC Board when a need is identified and continued for as long as is appropriate. The commitment, participation, and productivity of each committee determines the level of achievement of ALSC in meeting its goals. The leadership and management skills of each committee chair are key factors in whether members - who voluntarily donate their time - find that ALSC meets their personal and professional goals.

Each committee is an operational unit of ALSC. Its work translates one or more purposes of ALSC into active programs. The Board of Directors has established each committee to carry out specific functions deemed essential to meet the goals of the association. The strength of ALSC depends upon the effectiveness of its committees, individually and collectively.

This Handbook is addressed to the committee chair to provide procedural information needed for assisting the committee in meeting its goals. The manual is designed to be used with the ALA Handbook of Organization and the ALSC Roster. These three publications are the basic reference items every chair should keep at hand.



I. GENERAL COMMITTEE INFORMATION

A. Committee Year and Term of Office

The committee membership year is the same as the conference year (ALA Bylaws, Article IX, Section 6), beginning the day following the Annual Conference. Appointments are made regularly each spring. Exceptions are the ALSC Caldecott, Film Evaluation, Filmstrip Evaluation, Newbery, Notable Children's Books, and Recording Evaluation Committees for which appointments are made in the fall and terms begin following Midwinter or on January 1. Ad hoc committees (see definition, p. 3) may be established at any time during the year and terms of appointment continue till the committee's charge has been completed and it has been dismissed by the Board.

1. Appointments. The president fills vacancies on committees and appoints members of newly established committees.
2. Resignations. Resignations must be sent to the president with copies to the executive director. If the committee chair resigns, s/he should also notify all members of the committee and forward current files to the new chair, back files to the executive director.

B. Types of Committees.

The following is a glossary of types of committees (adapted from ALA Handbook..., E. Committee definitions and manner of appointment.)

1. Standing. A standing committee is a committee with long-term objectives so closely interwoven with the total program and development of policy of the division that it should have a continuing life.

Members of standing committees are appointed by the vice-president/president-elect from the membership of the division for overlapping terms not to exceed two years, with the possibility of reappointment for only one more term immediately succeeding, the total not to exceed four successive years.

Committee chairs of standing committees are appointed for a one-year term by the president-elect and may be reappointed by the succeeding president-elect, not to exceed four years or two consecutive terms on a committee (including time served as a member).

2. Special. A special committee is a committee established to study various aspects of policy, planning, and administration. It should have a specific assignment and make recommendations based on the need for continued study in its area of assignment, but in accordance with ALA Bylaws, it is normally limited to a two-year existence.

Members of special committees are appointed by the incumbent president when the committee is established and serve for the life of the committee.

3. Ad Hoc. An ad hoc committee is a committee appointed to pursue a designated project to a specific goal within a specific time period. The life of the committee ends at the end of that specific time or at the conclusion of the project.

Members of ad hoc committees are appointed by the incumbent president when the committee is established and serve for the life of the committee.

4. Committees with Affiliate Responsibilities. The Board may, with representatives and liaisons, affiliate ALSC with other units of ALA and with other associations and agencies. Sometimes a committee is delegated, in its charge, responsibility for maintenance of such a liaison relationship. The following types of committees will be either standing, special, or ad hoc:

- a. Interdivisional. An interdivisional committee, composed of members from two or more divisions of the Association, promotes projects or programs in which there is overlapping interest.
- b. Joint. A joint committee develops and carries out programs of mutual interest, exchanges information, or discusses matters of mutual concern with an organization or organizations outside ALA.

C. Operating Procedures for All Committees

1. Specific and general responsibilities for each committee have been approved by the ALSC Board and appear as a "function statement." Function statements for all committees are given in the ALA Handbook of Organization. The appointment letter sent to a committee member contains the function statement.
2. Number of Members authorized for each committee is determined by the ALSC Board.
3. Procedures, guidelines, selection criteria, etc., for each committee or for new committee projects are approved by the Board.
4. Projects Requiring financial support must be approved by the ALSC Program Evaluation and Support Committee and the Board, and be included in the final, approved ALSC Budget before they may be undertaken.
5. Publication projects must be approved by the ALSC Publications Committee, the Program Evaluation and Support Committee and the Board, and be included in the final, approved ALSC Budget before they may be undertaken.
6. Questionnaires proposed for any project require: (1) approval of the ALSC Research and Development Committee; (2) submission to the ALSC office for review by the Director of ALA's Office for Research Director; and (3) Board approval.

7. Program meetings that a committee wishes to sponsor at the Annual Conference must be among those programs recommended by the vice-president to the Board at the preceding Annual Conference. The initial request must be made to the vice-president at the preceding Midwinter Conference, or eighteen months prior to the conference at which the program is to be presented. Co-sponsorship (with another ALA unit) of a program requires the same approvals within the same time frame. ALSC does not "endorse" or "support" other programs unless it is involved in the planning process...and this is referred to as "co-sponsorship."
8. Forms that appear in this manual may be reproduced by the committee chair for use throughout the year.

D. Committee Member Responsibilities

A committee member accepts in writing the appointment by the president or vice-president to committee service, filing acceptance forms with the ALSC office. The committee chair is notified.

When a committee is established, its function is defined and stated by the Board of Directors. This function is included in the letter of invitation to become a member of a committee, as are policies relating to committee membership.

1. Specific Responsibilities

- a. Regular attendance at committee meetings during Midwinter and Annual Conference is expected. Although certain types of committee work can be carried on satisfactorily through correspondence, most committee assignments require a meeting together of the committee in order to be effectively planned, executed, and completed.
- b. Members should notify the chair if attendance at any meeting is not possible. If fulfilling complete responsibilities becomes impossible, a member should promptly send a letter of resignation to the president with copies to the executive director and committee chair.
- c. Committee members are expected to be familiar with the work of the committee and its relation to the total program of ALSC and of ALA. (See ALA Handbook of Organization.)
- d. Each member of a committee must assume a share of the total responsibility assigned to the committee. Active participation in the work of the committee and carrying out the work assigned by the chair will improve resulting program and activities.
- e. Members are expected to accept specific duties assigned by the committee chair.

- f. Members may offer suggestions, recommendations, and ideas pertinent to the committee activity. If a committee member is dissatisfied with the work of the committee or the chair, dissatisfaction should be expressed to the chair. If the matter is not resolved satisfactorily, the member should write to the president with copies to the executive director and to the chair. The president will take whatever action seems appropriate.
- g. If possible, members should attend committee meetings scheduled before their term begins.
- h. Committee materials are to be forwarded to the chair at the end of the committee assignment.
- i. Members should notify the chair and the ALSC office immediately in case of address change.

E. Priority Groups and Priority Group Consultants

Priority Groups were established by the ALSC Board in the mid-1970's. They are based on the six priorities defined by the Board drawn from the ALSC objectives as stated in the Bylaws. Each committee is placed within a priority group when it is established. Consult the Roster or ALA Handbook... to see the structures and charges of the groups.

Each Priority Group has an appointed consultant who is to study the functions of committees within the Priority Group and to serve as a consultant to these committees; to assist in orienting committee chairpersons to recommended procedures for committee operations including budgeting and the preparation of action and informational reports for Board consideration; to facilitate communication among Priority Group committees; to identify for committee chairpersons common areas of concern of committees in other ALSC Priority Groups; to submit reports to the Board on overall problems of an organizational or procedural nature which affect the work of the committees within the Priority Groups; and to audit all Board meetings to act as a resource to the Board on their Priority Group concerns, to assess the Board's informational needs from the committees, and to note new program areas that should receive Priority Group attention.

Consultants meet with chairs at annual conferences and at midwinter meetings as needed. They are available for consultation with chairs during conferences and by mail or phone between conferences on procedural or substantive matters. They try to attend portions of each committee's working sessions (unless the sessions are closed) during one or both conferences. They make a special point to attend when requested.

Consultants also meet with the President and Vice-President at each conference to discuss the on-going work of the committees.

II. PLANNING AND CONDUCTING COMMITTEE MEETINGS

The chair is responsible for planning and conducting committee meetings at the Midwinter and Annual Conferences. If unusual circumstances prevent the chair from attending the conference, the president and executive director must be notified immediately. A committee member familiar with the committee work should be designated acting chair.

The major duties of the chair in planning committee meetings are these:

- A. Scheduling Meetings - Schedule committee meetings with ALA Conference Arrangements Office on the forms sent to committee chairs from that office. Read all directions carefully. Avoid (at summer conference) conflict with the ALSC President's Program, the ALSC Membership Meeting and, when possible, with other ALSC programs. If special provisions for handicapped members are needed, note this on the form. Review the ALA Open Meetings Policy (Appendix C) in making decisions relative to whether a meeting should be marked open or closed on the schedule. MEET THE DEADLINES SET.
- B. Communicating with Committee Members - Inform committee members of the date and time of all committee meetings immediately upon receipt of the preliminary schedule from the ALA Conference Arrangements Office. Notification of room assignment [which comes later] is less important because such information is printed in the final conference program and is available to all conference registrants.

Involve committee members via correspondence in planning and activities between committee meetings. All committee members should be provided with a committee roster, copies of all reports to the Board, and copies of procedures, criteria, etc., with which the committee works.

- C. Preparing Agendas - Prepare an agenda and distribute it to committee members well in advance of all meetings. Divide agenda into action items (those requiring immediate committee action) and discussion items (those requiring further deliberation before final action is taken). Make copies available for observers who may attend the meeting.
- D. Observers - Be sure that committee members are seated at the table and observers in the side chairs provided. At the beginning of the meeting, explain briefly to observers what the committee is doing, or refer them to the printed agenda. While there may be occasions when you and the committee would welcome observers to participate in a general discussion, observers should not be regular participants in committee work.

In planning and conducting all meetings, adhere to the ALA Open Meetings policy and ALSC procedures for its implementation. (Appendix B and C.)

- E. Absence of Chair - If, for unforeseen reasons and at the last minute, the chair is unable to attend, notify the ALSC Executive Director at the conference site. The general phone number for the conference center is always available from the ALA Switchboard operator in Chicago.

III. ESTABLISHING GOALS AND OBJECTIVES

Each committee's function statement, approved by the Board of Directors, gives a sense of direction to the committee. Each chair is asked to review the committee charge annually with committee members in relation to ALSC objectives. (See p. 44, Article II, ALSC Bylaws.) If the chair and members find no linkage between the committee charge and the objectives, or if they find the charge unclear, the chair should ask for clarification from the Organization and Bylaws Committee.

Objectives for achieving goals outlined in the function statement should be established through committee consensus, whenever possible. Committee members should have opportunity at meetings and in correspondence to present and to react to ideas, positions, and each other's needs. Objectives formulated by the committee become the basis for planning committee activities and lead to the determination of procedures and methods, the assignment of responsibilities, and the establishment of deadlines.

IV. DESIGNING AND CONDUCTING ACTIVITIES

A. Planning Committee Activities. Most committees are concurrently engaged in several projects. The chair, at the beginning of each Annual Conference (which is before the new fiscal year [Sept.-Aug.]) should review with committee members the status of all committee work to determine which incomplete projects should be finished and which should be eliminated. The committee may want to plan new work. The criteria listed below, in the form of questions, can be used as a checklist for evaluating each proposed activity:

1. Does the proposed activity duplicate programs or resources obtainable from sources or organizations inside or outside ALSC or ALA? If so, does the proposed activity offer new or unique aspects which may justify it?
2. Is the proposed activity realistic? Does the committee membership have the expertise and the time to carry out the activity? If not, is the proposal so essential to the ALSC that the committee should recommend to the ALSC Board that it create a committee or find another way to undertake the activity?
3. Is the proposed activity congruent with the function statement and the objectives established by the committee?
4. Does the previously requested budget for the coming fiscal year provide sufficient funds to undertake the activity?

The next steps in planning are: (1) to establish priorities among proposed activities; (2) to project the time required for completing each activity; and (3) to estimate costs. Directions for this stage in planning are presented in the following section under budget preparation.

- B. Preparing Budget Requests for Committee Activities. The Planning and Budget Worksheets (pp. 20-22) list the essential questions which must be answered for each proposed committee activity. On the basis of the information compiled on the worksheets, the committee will establish priorities among the activities. The committee chair will estimate the cost of relevant items such as telephone, postage, duplicating, travel, and printing.

Completed copies of the Budget Worksheets are to be submitted to the chair of the Program Evaluation and Support Committee (PESC), the executive director, and your Priority Consultant. The deadline for submission of budget requests is approximately six weeks before the Midwinter Meeting.

Requests are evaluated by ALSC's Program Evaluation and Support Committee (PESC). PESC presents a tentative recommended budget to the ALSC Board of Directors during Midwinter. The tentative budget, approved by the Board, is then finalized by the executive director in consultation with the chair of the Program Evaluation and Support Committee and in accordance with ALA procedures, and is then submitted through appropriate channels to the ALA Executive Board. Final approval is made at the Annual Conference by the Division Board and the ALA Executive Board.

The budget request approval process takes approximately nine months. The money requested, if approved, will be available for committee use beginning September 1 of the next year.

C. Applying for Special Funds - Helen L. Knight Memorial Fund.

1. Purpose of Funding - Interest from the Helen L. Knight Memorial Fund is used to support long and short range projects and programs of the division.
2. Funding Available - Approximately \$1,000 is available from the Helen L. Knight Memorial Fund. This money is intended for committees and other groups within ALSC that have ideas for special projects not funded from regular ALSC funds. The money may be awarded in the form of several small grants to different groups or in one grant for a larger project.
3. Eligibility for Applications - Applications will be accepted from ALSC members. This includes personal and organizational members, committees of ALSC, and other organized units within the division. All committees of ALSC are urged to submit applications for this funding for committee projects. There is no formal application form, but letters should include the following information:
 - a. Title of project;
 - b. Objectives of project;
 - c. Name, address, telephone of project director and amount of time available to be spent on project;
 - d. Explanation of how the project supports ALSC's responsibility statement and objectives;
 - e. Impact of project on library services for children;
 - f. Benefits of project for ALSC members;
 - g. Potential of project to produce income;
 - h. Timelines for project;
 - i. Development plan;
 - j. Budget;
 - k. Method of evaluation.

Not a great deal has to be written in order to include the necessary information. PESC is looking for clear, concise statements of possible projects. This is the chance to find funding for ideas which a committee may have been considering but has been unable to implement.

4. Selection Criteria - Projects to be funded will be selected by PESC on the basis of the following criteria:
 - a. Project should advance the aims of ALSC.
 - b. Project should benefit a substantial number of ALSC members.
 - c. Project should be an activity which cannot be supported out of the general ALSC funds.
 - d. If possible, project should generate income.
 - e. If funding is not awarded in any year, the monies will accumulate and can be used for larger grants in following years.

5. Deadline for Applications - Send letters of application to the PESC chair no later than April 15.

- D. Budget Management. Committee chairs are notified of the funds approved for their use by the ALSC office following annual conference.

Expenses and receipts for committee work approved in the committee budget should be submitted throughout the year by the chair to the executive director. (Use Request for Payment Form, p. 23.) Expenses should be cumulated so that they total \$5.00 or more. Receipts should accompany all reimbursement requests. All Request for Payment Forms must be submitted before August 1 of the fiscal year in which the money was spent. While ALSC will not "lose" unexpended funds budgeted for committee activities, a committee may not "carry over" unexpended funds from year to year.

- E. Preparing Program Requests. Committees may determine that to achieve a specific objective they need to plan a program to take place at an Annual Conference, or in a pre-conference format, or in one or a series of regional workshops.
 1. Conference Programs - The president is responsible for the total ALSC conference program in the year of his/her presidency. The president-elect, as the term of office begins, welcomes ideas for programs to be held at the Annual Conference two years hence. Committee proposals for conference programs (use form, pp. 24-25) must be submitted to the president-elect before or during the Midwinter Conference one and one-half years before the Annual Conference at which the committee desires to present the program. Committees (ALSC committees and those of other divisions) may join together to plan and propose programs for presentation.

During the spring following receipt of the program proposals, the president-elect and executive director review all proposals. The president-elect may choose to select one of the committee-initiated proposals as the major ALSC conference program or may appoint a program director and committee to develop a program on another topic or issue believed to be of general interest. Other programs which meet membership needs may also be approved by the vice-president. The funding available for programs is considered as well as the time available within the conference schedule. (ALSC programs will not generally be scheduled in conflict with each other except in extraordinary circumstances.)

At the Annual Conference, one year in advance, the president-elect presents to the Board a description of each program approved, a tentative schedule, and a report on the programs not approved. If the program is to be funded from ALA's general allocation to ALSC for conference programs, this is noted. If not, a request for a special allocation is prepared by the executive director in consultation with the chair for submission to ALA's Deputy Executive Director in September.

2. Preconferences - Board approval is required for preconferences at Midwinter one and one-half years before the preconference is to take place. Preconferences may be co-sponsored with other committees or ALA units so long as co-planning and co-responsibility are assured.

Preconference proposals submitted to the Board should contain the following elements: Descriptive title; goal and objectives; primary audience-type and number (minimum, ideal maximum); program outline including format; program speakers or participants; name of program director; name(s) of committee(s) submitting the proposal. Attached to the proposal should be a Budget Worksheet (pp. 26-27). The preconference budget must be based on the minimum number of persons expected to attend in order for it to break even.

3. Regional Institutes, Workshops, Symposia, etc. - Board approval is required. The ALSC Education Committee's guidelines for evaluating proposals, and a format outline appear in the Appendix, pp. 53-54.

- F. Preparing Publication Requests. Committees may determine that to achieve a specific objective, they need to develop a manuscript for an article, pamphlet, or book.

Unless the committee has authorization within its function statement to produce a continuing publication (e.g., Notable Children's Books), Board approval is required before manuscript development begins. The Publications Committee has developed specific guidelines and procedures (Appendix, pp. 55-56) for submitting publication proposals and will advise and assist committees with the publishing process.

Publication proposals, which are to be submitted to the Publications Committee, should contain these elements: title, audience, purpose, content and format (outline), length, style of publication (e.g., magazine article, mimeographed sheet, pamphlet, book, etc.), work plan (editor's name, contributors names, how work will be divided, time line, including manuscript completion date), budget (funds needed to produce the manuscript, not publish it). If the manuscript will contain (in whole or part) a list of media or resources, the criteria for selection must be included in the proposal.

1. Articles/lists: Top of the News has first refusal rights on division generated articles, lists, etc. Approval by the Board for article/list development does not obligate the editor of TON to publish it. Committees interested in publishing in TON should apprise the editor as early as possible of their plans to submit a manuscript. Booklist is a publication outlet for certain kinds of lists. Committees interested in submitting manuscripts there should apprise the appropriate editor (children's or A-V) and the ALSC Executive Director as early as possible of their plans. All manuscripts prepared for either of these journals or for a non-ALA journal are submitted to the ALSC Office for review and transmittal to the potential publisher.
 2. Pamphlets/books: The ALA Publishing Department has first refusal rights on division generated pamphlets and books. When the Board approves a proposal, the executive director notifies the Publishing Department to determine their interest, negotiate royalties, etc. If ALA Publishing is not interested, in consultation with the committee chair, the executive director will explore, and when necessary negotiate, other options, including direct division publication, other publishing houses, etc. All manuscripts prepared for publication are submitted to the ALSC Office for review and transmittal to the potential publisher. The executive director, in consultation with the committee's editor, maintains contact with the publisher throughout the editorial and production process.
- G. Correspondence among the president, executive director, priority group consultants, and committee chairs. The ongoing program of the division requires regular and clear communication among committee chairs, priority group consultants, officers, and members if ALSC is to function effectively.

Copies of all committee correspondence (one copy of a form letter) are to be sent to the president, president-elect, executive director, and priority group consultant. These persons will likewise send copies to the chair of correspondence pertaining to the committee.

During conferences, files for communicating with all officers and Board members, and Priority Group Consultants are set up at the ALSC desk in the ALA office area. A return file for responses is also there.

H. Schedule of Activities.

June/July Attend ALSC Committee Chair Orientation at Annual Conference

Meet with retiring chair and receive committee files.

Check with previous committee chair to verify that a meeting request form has been submitted to Conference Arrangements for next Midwinter Meeting.

Submit Post-Conference reports to Priority Consultant and ALSC Office. Pick up forms from file in ALSC office area.

Submit requests for reimbursement of funds from committee budget, if applicable. Send to Executive Director at ALSC Office. DEADLINE - AUGUST 1.

September Submit committee meeting schedule for following year's Annual Conference to Conference Arrangements. DEADLINE - October 1.

October Submit committee news to Newsletter editor.

November Complete Pre-Midwinter Conference Committee Report forms and Budget Worksheet Forms. Return copies to Priority Consultant, PESC Chair, and ALSC Office. The blank forms will be mailed to you in mid-October or early November.

Submit proposals for committee sponsored publications to Publications Committee Chair.

Submit committee sponsored program proposals for year after next's Annual Conference to Vice-President. (For instance, the deadline for submitting program proposals for 1988 is Midwinter Conference 1987.)

December Submit requests for Board action to ALSC President and Office.

January Attend Midwinter Committee Chairs Orientation session.

Submit Post-Conference reports to Priority Consultant and ALSC Office. Pick up forms from ALSC office area file.

If your committee is sponsoring a program at Annual Conference:

- a. Submit preliminary program copy to Conference Arrangements. Send duplicate copy to ALSC Office. DEADLINE - January 31.
- b. Submit equipment requests to Conference Arrangements. Send duplicate copy to ALSC Office.

- February Send committee evaluation to Vice-President and ALSC Office.
- March If you are planning a program at Annual Conference, send final program copy to Conference Arrangements with a duplicate copy to the ALSC Office. DEADLINE - March 15.
- Submit committee news to Newsletter editor.
- April Submit Knight Fund letter of application.
Send nominee suggestion forms to Nominating Committee chair.
DEADLINE - May 1.
- May Submit Pre-Annual Conference Report forms to Priority Consultant and ALSC Office. Blank forms will be mailed to you in early May.
- Send requests for Board action to ALSC President and ALSC Office.
- Send proposals for committee sponsored publications to Publications Chair.

- I. Communication from Committees to ALSC members and others. Several avenues exist for committees to communicate with members and others about work in progress or completed work. Top of the News goes to ALSC and YASD members and general subscribers. The ALSC Newsletter goes to all ALSC members. Both welcome submission of items about committee work in progress, invitations for specific contributions by members to the work of committees, announcements of programs, publications, etc. Submit items directly to the TON editor by August 1 (for Fall), September 15 (for Winter), February 15 (for Spring), and May 1 (for Summer). Newsletter deadlines are early October for the December issue and early March for the issue published in May. Copy should be typed, double-spaced.

Other news media: All ALA press releases emanate from the ALA Public Information Office (PIO). Copy for press releases must be typed, double spaced and sent (or during conferences, given) to the ALSC executive director for review and transmittal to PIO. After the PIO staff reviews and edits the copy for release, it is returned to the executive director for proof-reading. PIO then handles printing and distribution to the news media via conference distribution and extensive mailing lists.

V. EVALUATION AND REPORTING

Evaluative functions required of committee chairs include reporting to the ALSC Board, recommending action when needed, and reviewing and reporting committee membership needs.

- A. Reporting to the ALSC Board. An important part of committee work is full and accurate reporting. Written reports are required. Reports are of two types: those reporting progress and those seeking action.

1. Procedures for Reporting Progress - Committee chairs prepare typed progress reports before and after each conference.

- a. The pre-conference report form is mailed to chairs by the Executive Director 1-1/2 months before each conference. This report should summarize committee activities and progress since the beginning of the year. (See pp. 28-29 and 32-33 for pre-conference report forms.) The form contains space to request Board action and to request time on the agenda.

One copy is sent to the executive director and one to the priority consultant by the deadline given. Committee chairs retain one copy, duplicate it, and share it with committee members.

- b. A second progress report is submitted at the close of the final committee meeting during Annual and Midwinter conferences. This report summarizes discussion and action at conference meetings and describes achievements, problems, and future plans. (See p. 30-31 and 34-36 for Post-Conference Report Form. These are available during Conference week at the ALSC table in the ALA office area.)

One copy is filed with the executive director (in a file in the communications files on the office table) before the chair departs the conference. Committee chairs retain one copy and duplicate it for distribution to committee members immediately following the conference.

- c. Chairs may be scheduled on the Board's agenda. They make this request to the president (if possible, one month before the conference begins). The president may request that a chair appear before the Board. The chair will be notified by the president if a report from his or her committee is on the Board's agenda.

2. Procedures for Seeking Board Action

- a. Committee requests for action (reports, documents, proposals, etc.) MUST be typed with copies for each Board member and staff secretary (25 copies). If the report is submitted 15 days prior to conference, copies will be made in the ALSC office.
- b. If a committee requires immediate action by the Board on a matter of an emergency nature, the chair should submit the request in writing to the president at the conference for addition to the Board agenda. After the president's approval has been given, the chair must type the request and submit it to the executive director so it can be numbered and reproduced for the Board. The request must be submitted no later than 24 hours before the item is scheduled on the Board's agenda.
- c. Oral reports of Board action are made as soon as possible by the executive director or priority consultant to committee chairs.
- d. Action taken by the Board is documented in the minutes and is reported in Top of the News.

3. Reviewing and Reporting Committee Membership Needs. A strong and productive committee depends, to a great extent, on the communication of the committee chair with the president and vice-president in an effort to identify, appoint and retain active and effective committee members. The chair evaluates continuously the performance of every committee member to determine if the committee's membership includes persons with skill to carry on its charge and its activities. A brief summary of the responsibilities of a committee member is found on pages 4-5. A copy of the statement of members' responsibilities should be mailed by the chair to each new committee member.

Members of all ALA and unit committee are expected to attend all meetings. Failure to attend two consecutive meetings or groups of meetings (defined as all meetings of a committee that take place at one Midwinter or Annual Conference) without an acceptable explanation constitutes grounds for the chair to request the president to remove the person from the committee.

Members must attend ALA conferences where meetings are held and be willing to work on projects between these meetings. If a committee member misses a scheduled meeting at either Midwinter or Annual conference, the chair should contact the member to learn why he or she was absent. The president-elect and executive director should be informed if any member misses two consecutive conferences.

Committee chairs are expected to report, within one month after Midwinter*, the future membership needs of the committee in terms of talents or skills and geographic representation required, if these are important to the work of the committee. Chairs should include in this post-Midwinter report the following information: (1) members doing outstanding work; (2) members who have not attended the previous Annual or Midwinter conferences; (3) members who are not making an active contribution to the committee; (4) persons contributing to or interested in the committee who should be considered for committee assignment.

*This report must be made in writing to the president-elect with a copy to the executive director. It will be treated as confidential information by these persons.

- D. Leadership Transition/Archival Responsibilities. As you complete your term as chair, you will be notified as to the person who will assume the chair. Plan time to meet with the new chair at the Annual Conference. Transfer current files, and those historical items you believe are necessary for perspective. Send all other files to the ALSC office for the archives. Weed those items which are repetitive in nature (e.g., multiple copies of form letters).

VI. GUIDELINES AND RESPONSIBILITIES OF REPRESENTATIVES AND LIAISONS TO UNITS OF ALA, AND OTHER ASSOCIATIONS AND AGENCIES

- A. Rationale. There is a need for ALSC members with interest and expertise to serve as representatives or liaisons to other units of ALA, as well as outside associations, and agencies. There is also a need for members to serve on joint committees composed of ALSC and other association members. Relationships with other organizations are authorized by the ALSC Board.
- B. Purpose To represent ALSC among other associations and agencies where ALSC has relevance and significance.

To contribute expertise in keeping with ALSC purposes and to strengthen ALSC program activities in overlapping areas of responsibility.

To become knowledgeable of the objectives and the programs of other groups and to ascertain where action and involvement on the part of ALSC are pertinent and desirable.

To provide feedback to the ALSC Board for short-term or long-range planning.

To initiate for ALSC contacts in other child serving or child advocacy agencies and associations.

C. Responsibility and Obligation

1. Representative or Liaison

- a. Attend scheduled conferences and other meetings.
- b. Participate in meetings and engage in communication related to projects, programs, and varied activities.
- c. Prepare reports and provide immediate feedback to ALSC for purposes of information and action. Reports (see C. 3., next page) are to be sent promptly following significant contacts.
- d. Make recommendation to ALSC regarding continuing cooperation, joint undertakings, and meaningful programs.
- e. Send a copy of all correspondence to the president and executive director.

2. Suggestions for Communication

- a. Identify yourself as a liaison to the staff and officers of the other association as appropriate.
- b. Check to be sure that you as a liaison are currently informed of ALSC policies and activities in the area of your assignment.
- c. Report immediately to the president and executive director anything that calls for action or response by ALSC.

C. 3.

REPORT FROM REPRESENTATIVE OR LIAISON TO ALA UNITS,
OTHER ASSOCIATIONS, OR AGENCIES

Please return this report to the executive director (a copy will be sent to the president and, when appropriate, to the chair of the Committee on Liaison with National Organizations).

REPORT OF ALSC/ALA REPRESENTATIVE

Organization or Group _____

Type of Meeting _____

Purpose of Meeting:

1. Please give brief resume of what took place at the meeting or meetings.

2. Were you on the program? (Describe)

Did you note any specific activities of this organization in which either ALA or local libraries should participate? (Describe)

Does the work of this group have a close relationship to the work of ALA? (Please answer in detail showing relationship or lack of relationship. Use reverse side if needed.)

Please comment on whether or not our representation to this group should be continued.

PLEASE RETURN TO:

Executive Director, ALSC
American Library Association
50 East Huron Street
Chicago, IL 60611

Date of Report _____

(Signature of Representative) _____

Library _____

Address _____

VII. DISCUSSION GROUPS

Discussion groups are ALSC membership units formed to discuss common problems. Their establishment, discontinuance, membership, and general functions are described in the ALSC Bylaws, Article VIII (see p. 48). Each discussion group has a specific function statement, approved by the Board, and is assigned to a Priority Group (see ALA Handbook of Organization).

It is critical that the discussion group coordinator clearly understand and assist the group members to understand that the basic purpose of a discussion group is to discuss common problems, specifically the unique problems outlined in the function statement. A discussion group is not a committee. Committees are action units (e.g., they program, publish, study, represent, propose action to the Board and, with approval, take action). Meetings of discussion groups are not programs and may not be advertised as such.

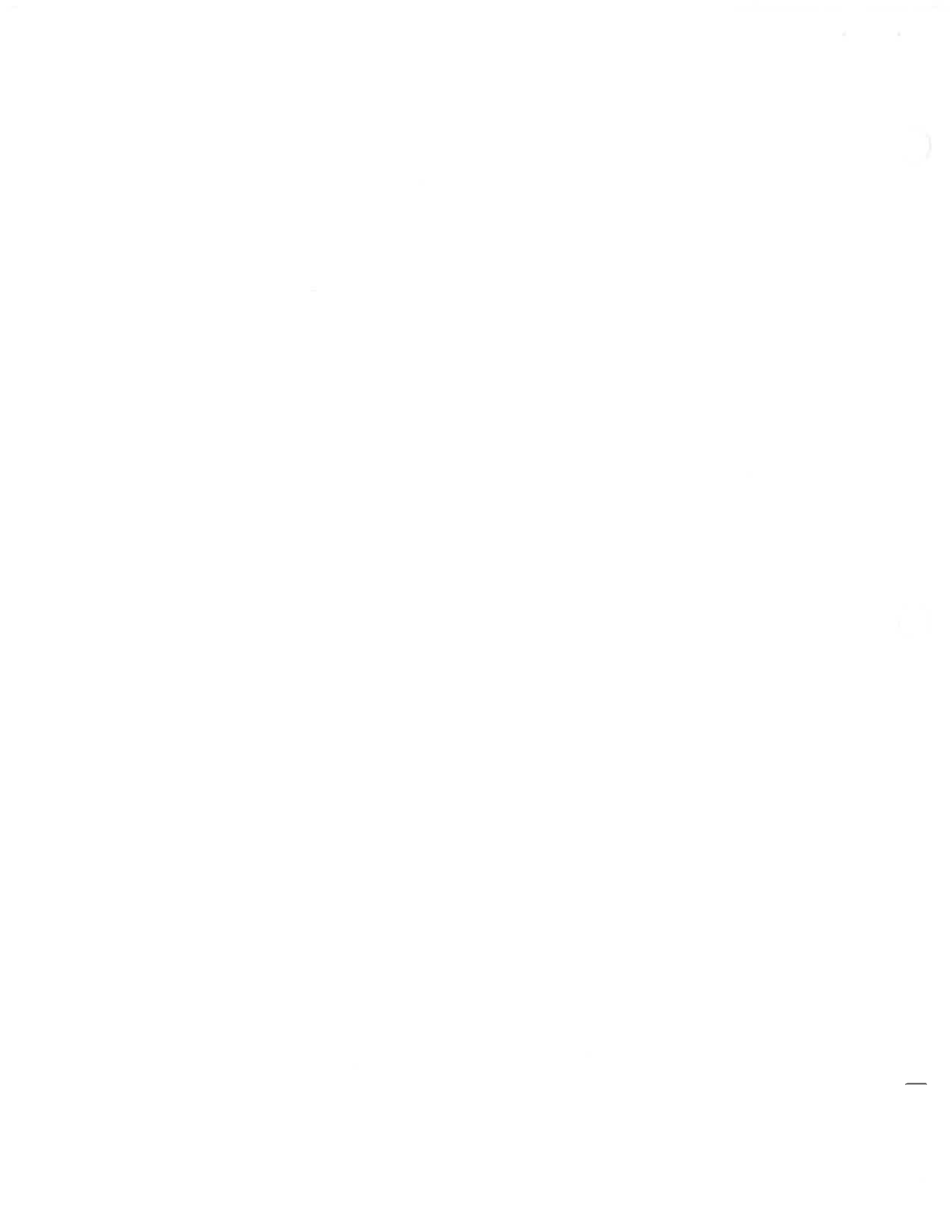
A small amount of money (currently \$25) is provided, (see budget procedures), in each ALSC budget for the use of each discussion group coordinator. This amount is to cover the cost of the occasional correspondence with the ALSC office, president and conference office. It may be used for duplicating the agenda and/or for a necessary phone call. It is not expected that any discussion group will have more than modest expenses. Top of the News and the ALSC Newsletter, rather than the postal service, are generally to be used for communication.

A discussion group coordinator is responsible for:

- maintaining a roster of discussion group members, updated at each conference and submitted to the executive director at the end of each conference.
- regularly informing and/or reminding members of the function of the group.
- reporting to the Board using the committee report form before and after each conference.
- assuring that the Bylaws requirements relative to election are fulfilled, i.e., that an election occurs annually and that the results are recorded on the committee report form.
- assuring that there is an agenda for each meeting and that before the end of each meeting the subject for the next conference meeting is selected by group members present.
- scheduling discussion group meetings so they do not conflict with ALSC programs.
- sending notice of subject(s) to be discussed at the next meeting to Top of the News and the ALSC Newsletter in accordance with deadlines.
- sending copies of all correspondence to the president, vice-president, executive director, and priority group consultant.
- attending scheduled orientation meetings and priority group meetings.
- submitting request for payment forms for expenses up to the amount budgeted.

Section VIII

F O R M S



FORM I

ALSC PLANNING & BUDGETING WORKSHEET

NAME OF ALSC COMMITTEE/DISCUSSION GROUP _____

CHAIRPERSON _____ DATE: _____

A. Committee's long range objectives (2-5 years):

B. Activities to be completed by August 31:

C. Activities which will continue in the following budget year:

1. _____

2. _____

3. _____

D. New Activities to be initiated in the following budget year
(Complete one copy of FORM II for each activity listed below.
Photocopy additional forms as needed.):

1. _____

2. _____

3. _____

Submit: one copy to your Priority Consultant;
one copy to PESC Chair;
one copy to ALSC Office by December 1.

A. 2.

FORM II
ALSC PLANNING & BUDGETING WORKSHEET

(Use one copy of this form for each new activity listed in Section D of FORM I.)

NAME OF ALSC COMMITTEE/DISCUSSION GROUP _____

CHAIRPERSON _____ DATE: _____

Proposed Activity (scope and date activity is to be completed):

Relation to committee's charge:

How will the activity be accomplished?

(Subcommittee; entire committee membership; individual task assignment):

Methods for evaluation of activity:

Anticipated Expense:

Telephone	\$ _____
Duplicating	_____
Postage	_____
Other	_____
_____	_____
TOTAL	\$ _____

Submit: one copy to your Priority Consultant;
one copy to PESC Chair;
one copy to ALSC Office by December 1.

A. 3.

FORM III
ALSC PLANNING & BUDGETING WORKSHEET

ALSC COMMITTEE BUDGET REQUEST

NAME OF ALSC COMMITTEE/DISCUSSION GROUP _____

CHAIRPERSON _____ DATE: _____

A. CURRENT BUDGET

- 1. Postage \$ _____
- 2. Telephone _____
- 3. Duplicating _____
- 4. Other _____
- TOTAL \$ _____

B. RECOMMENDED CHANGES FOR NEXT YEAR

_____ No changes are recommended

- 1. Postage \$ _____
Reasons: _____
- 2. Telephone _____
Reasons: _____
- 3. Duplicating _____
Reasons: _____
- 4. Other _____
(Please identify each item)
- TOTAL \$ _____

Submit: one copy to your Priority Consultant;
one copy to PESC Chair;
one copy to ALSC Office by December 1.

B.

REQUEST FOR PAYMENT

DATE:

TO: Executive Director, ALSC

RE: Request for Payment of Expenses as a Result of Committee
or Other Association Program Activity

Purpose:

Itemized Expenses:

Submitted by: _____

Pay to: _____

Address: _____

FOR ALSC OFFICE USE ONLY

Budget Authority

Dept. Number	Program Purpose	Activity Number	Expense Number	AMOUNT
---	---	---	---	\$ _____
---	---	---	---	_____
---	---	---	---	_____
TOTAL				_____

REQUEST FOR AN ALSC CONFERENCE PROGRAM

Submit this request form to the vice-president and executive director before or during the Midwinter Conference one year and a half before the planned conference.

1. Name of committee or committees requesting to sponsor program: _____

2. Title of program: _____

3. Program goal and objectives: _____

4. Primary audience for whom program is intended: _____

Number of persons who may be expected to attend: _____
5. Format of program: _____

6. Speakers or program participants: (List tentative names or describe type of speakers)

7. Tentative time and date for proposed program (see latest Advance Conference Schedule)

8. Location of program, if other than at an ALA assigned location: _____

9. Name of program director: _____

10. Estimated program costs:

Speaker expenses

Travel \$ _____

Hotel & meals _____

Fees _____

Miscellaneous _____

Other costs (explain in detail): _____

Total estimated cost \$ _____

List of equipment needed: _____

Person(s) submitting request

Committee(s) submitting request

Date submitted

D.

PRECONFERENCE/INSTITUTE TENTATIVE BUDGET

Sponsoring Unit _____			
Name of Institute _____			
Location _____	Dates _____		
1. Planning Meetings - include staff participation			
Transportation	\$ _____		
Per Diem	_____		
Other	_____	\$	_____
2. Promotion & Publicity			
Printing & Mimeo	\$ _____		
Postage & Mailing	_____	\$	_____
3. Speakers' Expenses	_____	\$	_____
4. Meeting Rooms & Equipment	_____	\$	_____
5. Operational Costs			
Supplies	\$ _____		
Tickets, Receipts, Badges, etc.	_____		
Postage, Telephone, etc.	_____		
Guest Expenses (other than speakers)	_____		
Other	_____	\$	_____
6. Proceedings			
Editing	\$ _____		
Printing	_____		
Postage & Mailing	_____	\$	_____
7. Direct Staff Expenses (See page 2)	_____	\$	_____
8. Contingency	_____	\$	_____
9. SUBTOTAL		\$	_____
10. Estimated Attendance (_____)			
11. Divide Estimated Attendance (10) into Subtotal (9)			
12. Administrative Overhead, 13% of Line 11	_____		
13. Total Administrative Overhead Line 12 times Line 10			
14. Meal Functions (Per Person)			
Coffee	\$ _____		
Luncheons	_____		
Dinners & Banquets	_____		
Cocktail & Snack Service	_____		
Total Meal Functions (Per Person)	_____	\$	_____
15. Total Meal Function Cost Line 14 times Line 10		\$	_____
16. SUBTOTAL OF EXPENSES		\$	_____
17. Registration Fee for ALA Members of Sponsoring Unit Line 16 divided by Line 10		\$	_____
18. Registration Fee for Other ALA Members		\$	_____
19. Registration Fee for Non-ALA Attendees		\$	_____

ESTIMATE OF PRECONFERENCE STAFF DIRECT EXPENSE

Listed below are the estimated expenses for administrative services required which are to be supported by income from the following preconference institute:

Name of Institute _____
Location _____
Sponsoring Unit _____ Dates _____

Housing for _____ staff members @\$ _____ per day for _____ days	\$ _____
Meals for _____ staff members @\$ _____ per day for _____ days	\$ _____
Transportation (other than to and from annual conference site)	\$ _____
Miscellaneous (telephone, telegraph, postage, etc.)	\$ _____
TOTAL	\$ _____
Carry to Line 7,	
page 1 of 2	

This form and its proper execution is in accordance with principles recommended by COPEF and adopted as policy by the Executive Board at the Cleveland Conference. To wit: "The budgets for all preconference institutes, annual and midwinter, beginning with the Miami Beach conference, include funds sufficient to cover administrative costs - especially expenses of ALA staff (hotels, meals, perhaps salaries, with ALA to provide a budgetary form for this purpose)."

E. 1.

COMMITTEE REPORTS

ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN
COMMITTEE REPORT FORM #1 - PRE-MIDWINTER REPORT

NAME OF COMMITTEE: _____

COMMITTEE CHAIRPERSON: _____ DATE: _____

OBJECTIVES OF COMMITTEE FOR THIS CONFERENCE YEAR:

TIMETABLE TO ACHIEVE THESE OBJECTIVES:

(over)

TASKS ACCOMPLISHED SINCE ANNUAL CONFERENCE:

PLANS FOR MIDWINTER MEETINGS:

DO YOU WISH TO APPEAR BEFORE THE BOARD AT MIDWINTER? _____.

IF SO, PLEASE INDICATE PREFERRED DATE: ___ 1st Session
 ___ 2nd Session
 ___ 3rd Session

NOTE: Submit one copy of this form to your Priority Consultant, one to ALSC Executive Director, and retain one copy to share with your committee members. Report due DECEMBER 1.

E. 2.

ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN
COMMITTEE REPORT FORM #2 - MIDWINTER MEETING REPORT

NAME OF COMMITTEE: _____
COMMITTEE CHAIRPERSON: _____ DATE: _____
MEETING TIME: _____ MEETING PLACE: _____
MEMBERS ATTENDING: _____ MEMBERS ABSENT: _____

GUESTS:

SUMMARY OF MEETING (Summarize discussion, decision reached, follow-up action decided):

HOW DID THE COMMITTEE'S ACTIVITIES DURING MIDWINTER HELP TO ACHIEVE THE OBJECTIVES &
MEET THE TIMETABLES SET BY THE COMMITTEE?

(over)

WHAT PROBLEMS DID YOU ENCOUNTER? WHAT WERE THE HIGHLIGHTS OF THE COMMITTEE MEETING?

WHAT DO YOU PLAN TO DO BETWEEN NOW AND ANNUAL CONFERENCE?

OTHER COMMENTS:

Signature of Person Reporting

NOTE: Submit one copy of this report to the ALSA Executive Director before leaving the Midwinter Meeting if possible - and in any case, not later than ten (10) days after the close of the Midwinter Meeting. Keep one copy to share with your committee members.

E. 3.

ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN
COMMITTEE REPORT FORM #3 - PRE-ANNUAL CONFERENCE REPORT

NAME OF COMMITTEE: _____

COMMITTEE CHAIRPERSON: _____ DATE: _____

OBJECTIVES OF COMMITTEE FOR THIS CONFERENCE YEAR:

TIMETABLE/ACTIVITIES TO ACHIEVE THESE OBJECTIVES:

(over)

TASKS & OBJECTIVES ACCOMPLISHED SINCE THE MIDWINTER MEETING:

PLANS FOR ANNUAL CONFERENCE:

DO YOU NEED TO APPEAR BEFORE THE BOARD AT ANNUAL CONFERENCE? _____.

IF SO, PLEASE INDICATE THE PREFERRED DATE: ___ 1st Board Session
 ___ 2nd Board Session
 ___ 3rd Board Session

MATERIALS TO BE INCLUDED IN THE BOARD DOCKET
MUST BE RECEIVED IN THE ALSA OFFICE BY JUNE 5.

E. 4.

ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN

COMMITTEE REPORT FORM #4 - ANNUAL REPORT/ANNUAL CONFERENCE MEETING REPORT

NAME OF COMMITTEE: _____

COMMITTEE CHAIRPERSON: _____ DATE: _____

MEETING TIME: _____ MEETING PLACE: _____

MEMBERS ATTENDING: _____ MEMBERS ABSENT: _____

GUESTS:

SUMMARY OF MEETING (Summarize discussion, decisions reached, follow-up actions decided):

(over)

PLEASE LIST THE COMMITTEE'S OBJECTIVES FOR THE PAST YEAR AND RATE THE COMMITTEE'S EFFECTIVENESS IN ACCOMPLISHING EACH:

<u>OBJECTIVE:</u>	EXCEPTIONALLY WELL ACCOMPLISHED				NOT ACCOMPLISHED
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>

WHAT PROBLEMS DID YOU ENCOUNTER?

WHAT WERE THE HIGHLIGHTS OF THE YEAR'S ACTIVITIES?

ANNUAL REPORT/ANNUAL CONFERENCE MEETING REPORT

COMMITTEE WORK PLAN FOR THE COMING YEAR

NAME OF COMMITTEE: _____
COMMITTEE CHAIR: _____
CONFERENCE YEAR: _____

<u>OBJECTIVE</u>	<u>WHOSE RESPONSIBILITY</u>	<u>WHEN</u>	<u>WHERE</u>
------------------	-----------------------------	-------------	--------------

QUESTIONS/COMMENTS/ASSISTANCE NEEDED:

Signature of Person Reporting

NOTE: Submit all Reports to the ALSC Executive Director before leaving the Annual Conference if possible - and in any case, not later than ten (10) days after the close of the Annual Conference. Keep one copy to share with your committee members.

F. 1. Nonprint Committees' Producer Verification Forms

ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN/AMERICAN LIBRARY ASSOCIATION

FILM INFORMATION VERIFICATION FORM

FILM TITLE _____

SERIES TITLE (If Applicable) _____

PRODUCER _____

DISTRIBUTOR AND ADDRESS (For Ordering Information) _____

LENGTH IN MINUTES _____

16mm ORDER NUMBER _____

16mm PRICE _____

VIDEO ORDER NUMBER _____

VIDEO PRICE _____

IS PREVIEW AVAILABLE? _____

COLOR _____ B/W _____

OTHER INFORMATION _____

NAME OF PERSON COMPLETING FORM _____

TELEPHONE NUMBER _____

PLEASE RETURN THIS FORM BY FEBRUARY 15, TO:

EXECUTIVE DIRECTOR
ALSC/ALA
50 E. HURON STREET
CHICAGO, IL 60611
(312) 944-6780

F. 2.

ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN/AMERICAN LIBRARY ASSOCIATION

FILMSTRIP INFORMATION VERIFICATION FORM

FILMSTRIP TITLE _____

SERIES TITLE (If Applicable) _____

PRODUCER _____

DISTRIBUTOR AND ADDRESS (For Ordering Information) _____

NUMBER OF FRAMES _____

LENGTH IN MINUTES _____

ORDER NUMBER _____

PRICE _____

SERIES PRICE _____

IS PREVIEW AVAILABLE? _____

COLOR _____ B/W _____

OTHER INFORMATION _____

NAME OF PERSON COMPLETING FORM _____

TELEPHONE NUMBER _____

PLEASE RETURN THIS FORM BY FEBRUARY 15 TO:

ANN CARLSON WEEKS
ALSC/ALA
50 E. HURON STREET
CHICAGO, IL 60611
(312) 944-6780

ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN/AMERICAN LIBRARY ASSOCIATION

RECORDING INFORMATION VERIFICATION FORM

RECORDING TITLE _____

SERIES TITLE (If Applicable) _____

PRODUCER _____

READER (If Applicable) _____

DISTRIBUTOR AND ADDRESS (For Ordering Information) _____

LENGTH IN MINUTES _____

PHONODISC ORDER NUMBER _____

PHONODISC PRICE _____

CASSETTE ORDER NUMBER _____

CASSETTE PRICE _____

IS PREVIEW AVAILABLE? _____

OTHER INFORMATION _____

NAME OF PERSON COMPLETING FORM _____

TELEPHONE NUMBER _____

PLEASE RETURN THIS FORM BY FEBRUARY 15 TO:

ANN CARLSON WEEKS
ALSC/ALA
50 E. HURON STREET
CHICAGO, IL 60611
(312) 944-6780



G.

ALSC NOMINEE SUGGESTION FORM

Send to: ALSC Nominating Chair
American Library Association
50 East Huron Street
Chicago, IL 60611

Deadline: May 1st

Check one:

- | | |
|--|--|
| <input type="checkbox"/> ALSC Vice-President/President Elect | <input type="checkbox"/> Newbery Award Committee Chairperson |
| <input type="checkbox"/> ALSC Board of Directors | <input type="checkbox"/> Caldecott Award Committee Member |
| <input type="checkbox"/> Caldecott Award Committee Chairperson | <input type="checkbox"/> Newbery Award Committee Member |

****Please photocopy this form to distribute to interested colleagues,****
to suggest more than one person, or to recommend a person for more than one office.

If you suggest an individual for chairperson of the Newbery or Caldecott committee,
please indicate whether and, if applicable, when this person has been a member of either
or both committees: _____

Name of Nominee: _____

Present Position: _____

Business Address: _____

Zip

Business Phone: () _____ Home Phone: () _____

Is this person a member of ALSC? Yes No Do not know

Nominee's ALA and/or ALSC participation (offices, committees, leadership roles)

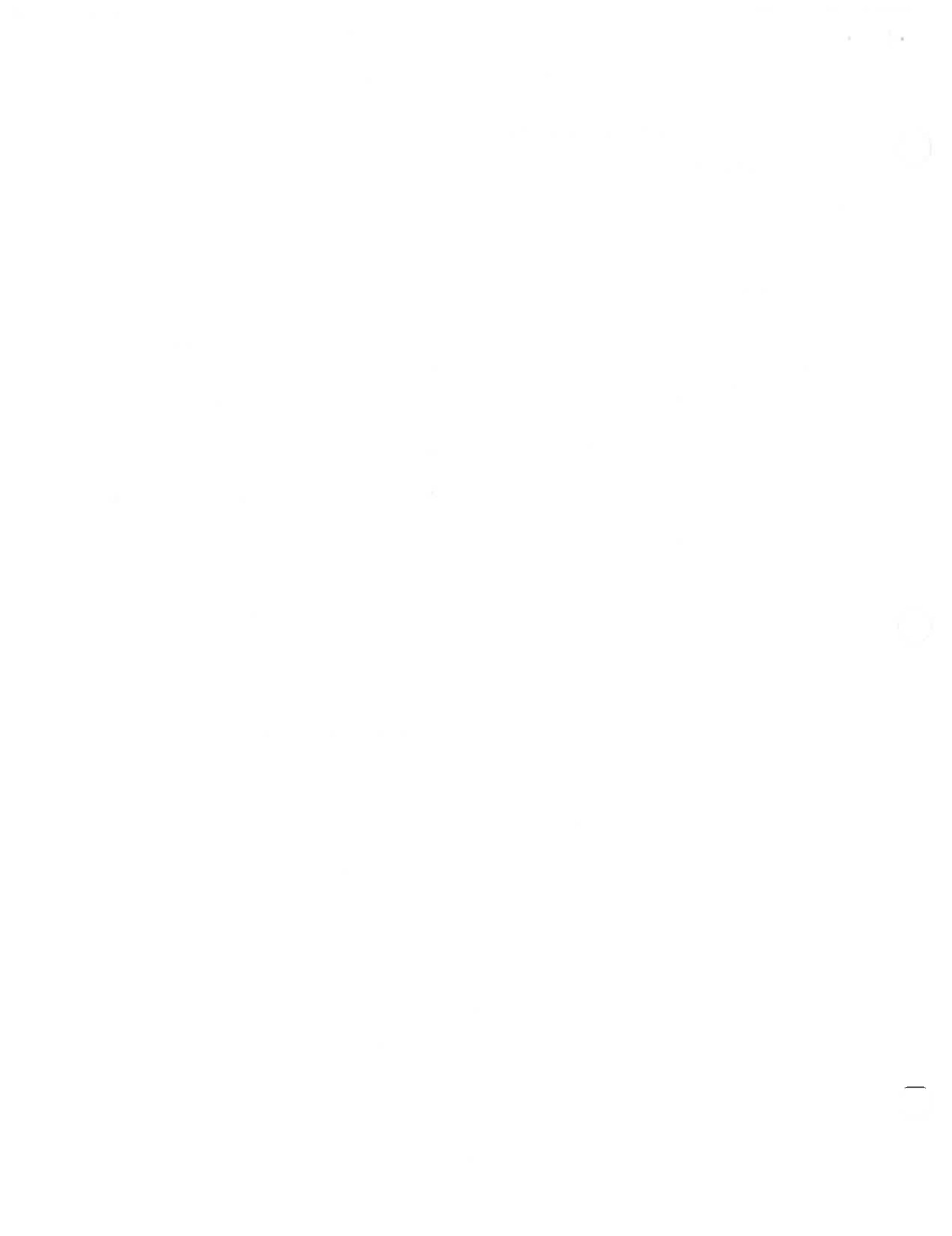
Nominee's participation in state, regional, & other library associations (offices,
committees, leadership roles)

Other pertinent information regarding the nominee and your knowledge of the nominee's
professional background: _____

Submitted by: Name _____ Business Phone () _____

Business Address _____

Zip



H.

From: Director
ALA Public Information Office

Your acceptance of an ALSC Committee post provides a fine opportunity for publicizing your library, ALSC activities, and the American Library Association. We've prepared a sample news release (see next page) and we urge you to . . .

- complete the "fill-in" form to create an individualized release.
- if possible, include a glossy photograph of yourself (preferably 8" x 10" though 5" x 7" is usually also acceptable).
- take the release to your library's director or PR officer, as appropriate, for retyping and submission to local newspapers (city and campus), staff memos (city or campus employees), and to the state library association journal.
- and, finally, please send clippings of your story to the ALSC Executive Director, American Library Association, 50 E. Huron St., Chicago, IL 60611. We are eager to evaluate the effectiveness of this publicity plan.

(your library's NEWS RELEASE form)

From: (library staff member issuing release and telephone number)

FOR IMMEDIATE RELEASE

_____ IS NAMED TO POSITION IN NATIONAL LIBRARY GROUP.
(your name or position, i.e. Jane
Doe or Anytown librarian)

_____' _____' _____'
(your name) (position) (Library)

has accepted the invitation of _____, president-elect of the Association
(current ALSC vice-pres.)

for Library Service to Children, a division of the American Library Association, to serve
as _____ of _____.
(position) (committee)

(Include a brief statement about yourself and your local or statewide activities,
such as "Jane Doe has been a member of the _____ library staff for six years
and has been active in the state library association", etc.)

The American Library Association is the oldest and largest library association. The
near 40,000-member organization is the chief advocate for the people of the United States
to achieve and maintain high quality library and information services. The Association
for Library Service to Children is concerned with providing the highest quality library
service to children in all types of libraries including encouraging the development of
quality library materials for children, advocating the rights of children within and
beyond the library setting, and supporting the professional development of individuals
working with children.

Section IX

A P P E N D I X

THE ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN
a division of the
AMERICAN LIBRARY ASSOCIATION

BYLAWS

Adopted January 28, 1958. Revised June 1960, 1961, 1963, 1964, 1965, 1966, 1968, 1970, 1972, 1973, July 1974, 1976, 1977, 1978, 1979, 1981

ARTICLE I Name

The name of this organization shall be the Association for Library Service to Children, a division of the American Library Association.

ARTICLE II Object

The Association for Library Service to Children is interested in the improvement and extension of library services to children in all types of libraries.

The Association for Library Service to Children is responsible for the evaluation and selection of book and non-book library materials and for the improvement of techniques of library services to children from pre-school through the eighth grade or junior high school age, when such materials or techniques are intended for use in more than one type of library.

The Association for Library Service to Children has specific responsibility for: (1) continuous study and critical review of the activities assigned to the division; (2) conduct of activities and carrying on of projects within its areas of responsibility; (3) cooperation with all units of ALA whose interests and activities have a relationship to library service to children; (4) interpretation of library materials for children and of methods of using such materials with the children, to parents, teachers, and other adults, and representation of the librarian's concern for the production and effective use of good children's books to groups outside the profession; (5) stimulation of the professional growth of its members and encouragement of their participation in appropriate type-of-library divisions; (6) planning and development of programs of study and research in the area of selection and use of library materials for children for the total profession; and (7) development, evaluation and promotion of professional materials in its area of responsibility.

ARTICLE III Membership and Dues

Sec. 1. Members of the Association shall be those persons who, in accordance with ALA Bylaws Article I, have paid dues to ALA and to ALSC.

Sec. 2. The ALSC may charge additional fees in accordance with the ALA Bylaws Article VI, Sec. 6(c), when approval of such fees has been given by the membership by mail vote.

ARTICLE IV Board of Directors

Sec. 1. The Board of Directors shall consist of the officers of the Association; the immediate past-president; the ALSC/ALA Councilor; eight additional directors, three to be elected each year for a term of three years each, except beginning in 1977 and every third year thereafter when two shall be elected for a term of three years each.

Sec. 2. The Board of Directors shall manage the affairs of this Association under the policies adopted by the Association and within the fields of its responsibility as approved by the Council of the American Library Association as described in Article II of these Bylaws.

It shall conduct or review all business pertaining to ALSC between membership meetings.

It shall assemble for presentation to the ALA Committee on Program Evaluation and Support all budget requests for projects and activities planned by ALSC, its committees, or other subordinate units.

Sec. 3. A vacancy in the membership of the Board of Directors shall be filled by appointment of the president with approval of the Board of Directors. The appointee shall hold office until the next annual election, when nominees shall be presented to the membership for election to complete the unexpired term as provided in Article IX, Sec. 2.

ARTICLE V Officers and Duties

Sec. 1. The officers shall be president, a vice-president who shall also be president-elect, and an executive director. The vice-president (president-elect) shall be elected annually. The executive director shall be appointed by the Executive Director of the American Library Association with the approval of the ALA Executive Board and with the concurrence of the Board of Directors of ALSC.

Sec. 2. The president, vice-president (president-elect), and executive director shall perform the duties pertaining to their offices and such other duties as may be approved by the Board of Directors.

(a) The president shall preside at all meetings of the ALSC, the Board of Directors, and of the Executive Committee; shall be an ex-officio member of all standing and special committees except the Nominating Committee; and shall be responsible for the Association program at the annual conference of the American Library Association.

(b) The executive director shall carry out the policies of the Association under the direction of the Board of Directors; shall be responsible for the operation of the Association Office; and shall serve as a member of the Board of Directors without vote.

Sec. 3. In the event that the office of president becomes vacant, the vice-president shall become president and shall continue to fulfill the duties of the vice-president until the results of the next election are certified. In the event that the office of vice-president becomes vacant, the Board of Directors shall elect from among its members in the second or third year of service a person to assume the responsibilities of vice-president and succeed to the presidency.

ALSC COMMITTEES

Priority Group I: Child Advocacy

- Boy Scouts of America, Advisory
- Legislation
- Liaison with Mass Media
- Liaison with National Organizations Serving the Child

Priority Group II: Evaluation of Media

- Film Evaluation
- Filmstrip Evaluation
- Notable Children's Books
- Recording Evaluation
- Selection of Children's Books from Various Cultures

Priority Group III: Professional Development

- Arbuthnot Honor Lecture
- Education
- Managing Children's Services, Discussion Group
- Putnam Publishing Group Awards Selection
- ALSC Scholarships: Melcher and Bound to Stay Bound
- State and Regional Leadership, Discussion Group
- Teacher's of Children's Literature, Discussion Group

Priority Group IV: Social Responsibilities

- Intellectual Freedom
- International Relations
- Library Service to Children with Special Needs
- Preschool Services and Parent Education
- Social Issues in Relation to Materials and Services for Children,
Discussion Group

Priority Group V: Planning and Research

1988 Caldecott Medal Calendar Committee

Collections of Children's Books for Adult Research, Discussion Group

ALSC Grants

Local Arrangements - San Francisco, 1987

Membership

National Planning of Special Collections

Nominating - 1987

Organization & Bylaws

Preconference Planning Committee - 1987 San Francisco (ad hoc)

Program Evaluation and Support (PESC)

Publications

Research & Development

Priority Group VI: Award Committees

Mildred L. Batchelder Award Selection, 1987

Mildred L. Batchelder Award Selection, 1988

Caldecott Award - 1987

Caldecott Award - 1988

Newbery Award - 1987

Newbery Award - 1988

ASLC TASK FORCES

AASL/ALSC/YASD Alliance for Excellence Task Force
ALSC Awards Announcement Task Force
ALSC Executive Director Evaluation Examination Task Force
Caldecott Celebration Task Force
Policy for Membership on Media Evaluation and Awards Committee Review Task Force
Publication and Copyright Issues Study Task Force
Publications Based on Membership Booth Letters Preparation Task Force
Recruitment and Professional Education of Children's Librarians Task Force
Retrospective AV List Preparation Task Force

ALSC JOINT COMMITTEES

1986-87 ALA/Children's Book Council Joint Committee
ALSC/LAMA/YASD Managing Children's Services Institute Planning Committee
"Top of the News" Editorial, Joint ALSC/YASD

