



**HANDBOOK FOR DIVISION LEADERSHIP**

**ASSOCIATION FOR LIBRARY SERVICE  
TO CHILDREN**

DECEMBER 1988



# ALSC HANDBOOK FOR COMMITTEES

## Table of Contents

|   |   |
|---|---|
| Introduction.....   | 1 |
| I. GENERAL INFORMATION.....                               | 2 |
| A. Committee Year and Term of Office.....                 | 2 |
| 1. Appointments.....                                      | 2 |
| 2. Resignations.....                                      | 2 |
| B. Types of Committees.....                               | 2 |
| 1. Standing.....  | 2 |
| 2. Special.....   | 2 |
| 3. Ad Hoc.....  | 3 |
| 4. Committees with Affiliate Responsibilities.....        | 3 |
| C. Operating Procedures for All Committees.....           | 3 |
| 1. Specific and General Responsibilities.....             | 3 |
| 2. Number of Members.....                                 | 3 |
| 3. Procedures, Guidelines, Selection Criteria, etc.,..... | 3 |
| 4. Projects Requiring Financial Support.....              | 3 |
| 5. Publication Projects.....                              | 3 |
| 6. Questionnaires.....                                    | 3 |
| 7. Program meetings.....                                  | 4 |
| 8. Forms.....   | 4 |
| D. Committee Member Responsibilities.....                 | 4 |
| E. Priority Groups and Priority Group Consultants.....    | 5 |
| II. PLANNING AND CONDUCTING COMMITTEE MEETINGS.....       | 6 |
| A. Scheduling Meetings.....                               | 6 |
| B. Communicating with Committee Members.....              | 6 |
| C. Preparing Agendas.....                                 | 6 |
| D. Observers/Open Meeting Policy.....                     | 6 |
| E. Absence of Chair.....                                  | 6 |
| III. ESTABLISHING GOALS AND OBJECTIVES.....               | 7 |

|     |  |    |
|-----|--|----|
| IV. | DESIGNING AND CONDUCTING ACTIVITIES.....   | 7  |
|     | A. Planning Committee Activities.....  | 7  |
|     | B. Preparing Budget Requests.....  | 8  |
|     | C. Applying for Special Funds—Helen L. Knight Memorial Fund.....   | 8  |
|     | 1. Purpose of Funding.....   | 8  |
|     | 2. Funding Available.....  | 8  |
|     | 3. Eligibility for Application.....  | 8  |
|     | 4. Selection Criteria.....   | 9  |
|     | 5. Deadline for Applications.....  | 9  |
|     | D. Budget Management.....  | 9  |
|     | E. Preparing Program Requests.....   | 9  |
|     | 1. Conference Programs.....  | 9  |
|     | 2. Preconferences.....   | 10 |
|     | 3. Regional Institutes, Workshops, Symposia, etc.....  | 10 |
|     | F. Preparing Publication Requests.....   | 10 |
|     | 1. Articles/Lists.....   | 11 |
|     | 2. Pamphlets/Books.....  | 11 |
|     | G. Correspondence.....   | 11 |
|     | H. Schedule of Activities.....   | 12 |
|     | I. Communication - Committee Chair to ALSC Members and Others.....   | 13 |
|     | 1. Press Releases.....   | 13 |
| V.  | EVALUATION AND REPORTING.....  | 13 |
|     | A. Reporting to the ALSC Board.....  | 13 |
|     | 1. Progress.....   | 14 |
|     | 2. Board Action.....   | 14 |
|     | 3. Reviewing and Reporting Committee Membership Needs.....   | 15 |
|     | 4. Archival Responsibility.....  | 15 |
| VI. | GUIDELINES AND RESPONSIBILITIES OF REPRESENTATIVES AND LIAISONS TO ALA<br>UNITS AND OTHER ORGANIZATIONS..... | 16 |
|     | A. Rationale.....  | 16 |
|     | B. Purpose.....  | 16 |
|     | C. Responsibility and Obligation.....  | 16 |
|     | 1. Representative or Liaison.....  | 16 |
|     | 2. Suggestions for Communication.....  | 16 |
|     | 3. Form for Report from Representative or Liaison.....   | 17 |

|       |   |       |
|-------|---|-------|
| VII.  | DISCUSSION GROUPS.....  | 18    |
| VIII. | FORMS.....  | 19    |
|       | A. Budget Worksheets.....   | 20-22 |
|       | 1. Planning and Budgeting Worksheet, FORM I.....                      | 20    |
|       | 2. Planning and Budgeting Worksheet, FORM II.....                     | 21    |
|       | 3. Budget Request for Following Year, FORM III.....                   | 22    |
|       | B. Request for Payment.....   | 23    |
|       | C. Request for ALSC Conference Program.....                           | 24-25 |
|       | D. Preconference/Institute - Tentative Budget.....                    | 26-27 |
|       | E. Committee Report Forms.....  | 28-36 |
|       | 1. Pre-Midwinter Committee Report, FORM #1.....                       | 28-29 |
|       | 2. Post-Midwinter Committee Report, FORM #2.....                      | 30-31 |
|       | 3. Pre-Annual Conference Committee Report, FORM #3.....               | 32-33 |
|       | 4. Post-Annual Conference Committee Report, FORM #4.....              | 34-36 |
|       | F. Nonprint Committees' Producer Verification Forms.....              | 37-39 |
|       | 1. Film Evaluation Committee Verification Form.....                   | 37    |
|       | 2. Filmstrip Evaluation Committee Verification Form.....              | 38    |
|       | 3. Recording Evaluation Committee Verification Form.....              | 39    |
|       | G. Priority Consultant Report Forms.....                              | 40-41 |
|       | 1. Pre-Midwinter Committee Report, FORM #1.....                       | 40-41 |
|       | 2. Post-Midwinter Committee Report, FORM #2.....                      | 42-43 |
|       | 3. Pre-Annual Conference Committee Report, FORM #3.....               | 44-45 |
|       | 4. Post-Annual Conference Committee Report, FORM #4.....              | 46-47 |
|       | H. Nominee Suggestion Form.....                                       | 48-49 |
|       | I. Sample News Release Announcing Appointment to ALSC Committee ..... | 50-51 |
| IX    | APPENDIXES.....   | 52-69 |
|       | A. ALSC Bylaws.....   | 53-58 |
|       | B. Open Meetings Policy.....  | 59-60 |
|       | C. ALSC Procedures for Implementing Open Meeting Policy.....          | 61    |
|       | D. Continuing Education Proposals.....                                | 62-63 |
|       | E. Publication Proposals.....   | 64-65 |
|       | F. ALSC Goals and Objectives.....                                     | 66    |
|       | G. ALA Priority Areas and Goals.....                                  | 67-68 |
|       | H. What To Do When The Media Calls.....                               | 69    |



## 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. Committee Correspondence - 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.
- B. 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.**
- C. 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.

- D. 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.
- E. 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.)

- F. 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: Journal of Youth Services in Libraries (formerly 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 JOYS to publish it. Committees interested in publishing in JOYS 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. Journal of Youth Services in Libraries 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 JOYS 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.
1. 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 Journal of Youth Services in Libraries.

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

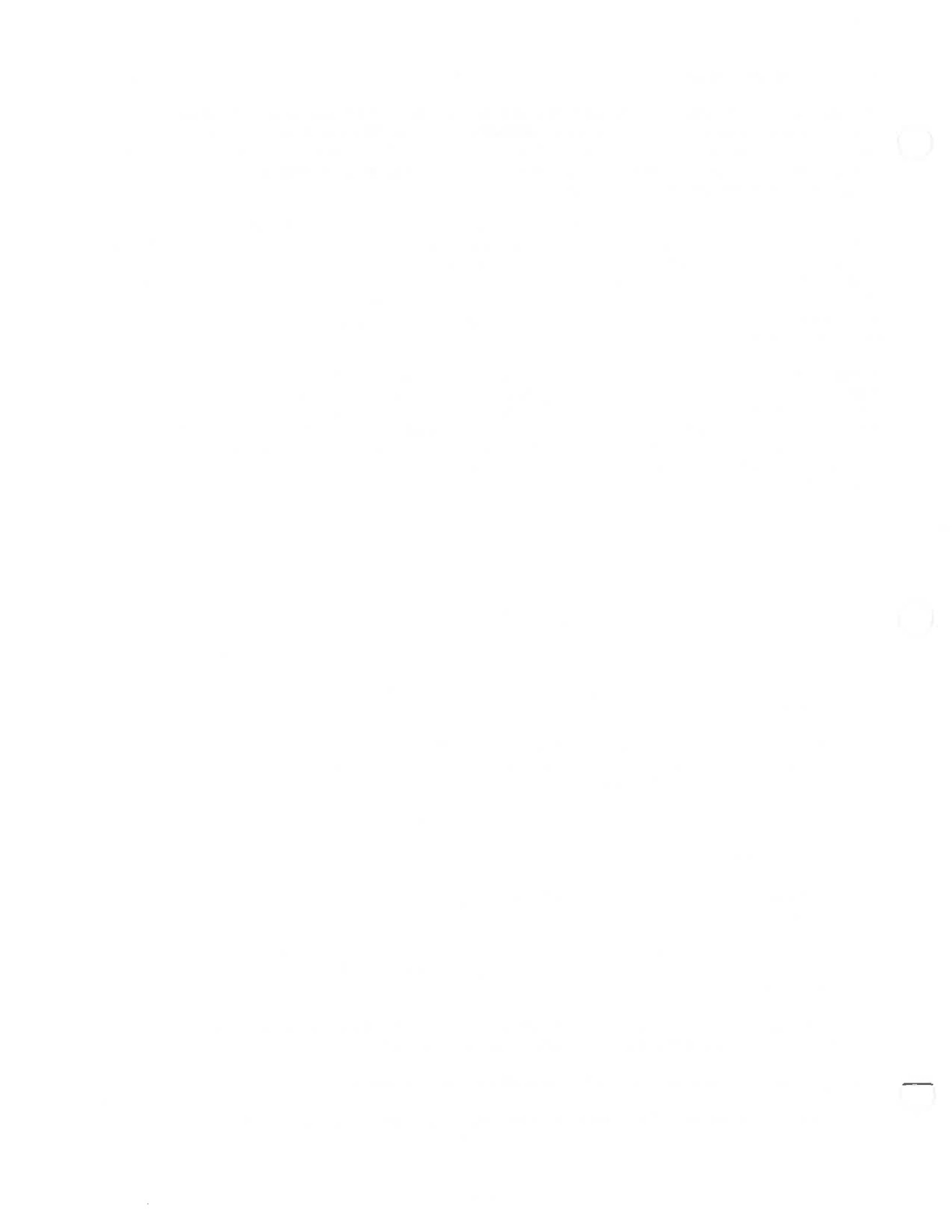
Discussion groups are ALSC membership units formed to discuss common problems. Their establishment, discontinuance, membership, and general functions are described in the ALSC Bylaws, Article VIII (see p. 48). Each discussion group has a specific function statement, approved by the Board, and is assigned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

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

PHYSICS 435

LECTURE 1

LECTURE 2

LECTURE 3

LECTURE 4

LECTURE 5

LECTURE 6

LECTURE 7

LECTURE 8

LECTURE 9

LECTURE 10

LECTURE 11

LECTURE 12

LECTURE 13

LECTURE 14

LECTURE 15

LECTURE 16

LECTURE 17

LECTURE 18

LECTURE 19

LECTURE 20

LECTURE 21

LECTURE 22

LECTURE 23

LECTURE 24

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.<br>Number | Program<br>Purpose | Activity<br>Number | Expense<br>Number | AMOUNT   |
|-----------------|--------------------|--------------------|-------------------|----------|
| _____           | _____              | _____              | _____             | \$ _____ |
| _____           | _____              | _____              | _____             | _____    |
| _____           | _____              | _____              | _____             | _____    |
| TOTAL           |                    |                    |                   | _____    |



C.

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<br>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<br>Line 14 times Line 10                                 |                      | \$ _____ |
| 16.   | SUBTOTAL OF EXPENSES | \$ _____ |
| 17. Registration Fee for ALA Members of Sponsoring Unit<br>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 COPES and adopted as policy by the Executive Board at the Cleveland Conference. To wit: "That 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:

HOW DOES YOUR COMMITTEE CHARGE RELATE TO AND FURTHER THE GOALS OF ALSC AND THE PRIORITY  
AREAS AND GOALS OF ALA?

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 ALSC 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: \_\_\_\_\_

| OBJECTIVE | WHOSE RESPONSIBILITY | WHEN | WHERE |
|-----------|----------------------|------|-------|
|-----------|----------------------|------|-------|

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:

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

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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:

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



G. 1.

ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN  
PRIORITY GROUP CONSULTANT FORM #1 - PRE-MIDWINTER REPORT

PRIORITY CONSULTANT: \_\_\_\_\_

PRIORITY GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMITTEES WITHIN THE PRIORITY GROUP

CHAIRS

CORRESPONDENCE SINCE ANNUAL CONFERENCE:

(over)

RECOMMENDATIONS/PROBLEM ALERT:

NOTE: Submit two copies of this form to the ALSC Office area six weeks prior to Midwinter Meeting.

G. 2.

ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN  
PRIORITY GROUP CONSULTANT FORM #2 - POST-MIDWINTER REPORT

PRIORITY CONSULTANT: \_\_\_\_\_

PRIORITY GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMITTEES CONTACTED DURING CONFERENCE:

COMMITTEES NOT CONTACTED:

PROCEDURAL OR ORGANIZATIONAL CONCERNS ABOUT COMMITTEE:

(over)

NEW PROGRAM AREAS/PROJECTS WHICH COULD BE ADDRESSED BY COMMITTEES WITHIN  
PRIORITY GROUP:

ADDITIONAL COMMENTS:

G. 3.

ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN  
PRIORITY GROUP CONSULTANT FORM #3 - PRE-ANNUAL CONFERENCE REPORT

PRIORITY CONSULTANT: \_\_\_\_\_

PRIORITY GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMITTEES WITHIN THE PRIORITY GROUP

CHAIRS

CORRESPONDENCE OR CONTACTS SINCE MIDWINTER CONFERENCE:

(over)

RECOMMENDATIONS/CONCERNS/PROBLEM ALERT:



G. 4.

ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN  
PRIORITY GROUP CONSULTANT FORM #4 - POST-ANNUAL CONFERENCE REPORT

PRIORITY CONSULTANT: \_\_\_\_\_

PRIORITY GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMITTEES CONTACTED DURING CONFERENCE:

COMMITTEES NOT CONTACTED:

PROCEDURAL OR ORGANIZATIONAL CONCERNS ABOUT COMMITTEES:

(over)

FOLLOW-UP PLANNED:

NEW PROGRAM AREAS/PROJECTS WHICH COULD BE ADDRESSED BY COMMITTEES  
WITHIN PRIORITY GROUP:

ADDITIONAL COMMENTS:

H.

ALSC NOMINEE SUGGESTION FORM

Send to:  
Deadline: May 1st

ALSC Nominating Chair

American Library Association  
50 East Huron Street  
Chicago, IL 60611

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 \_\_\_\_\_

I.

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.

## ARTICLE VI Executive Committee

Sec. 1. The Executive Committee shall consist of the President who serves as chairperson, the Vice-President (President-Elect), the Past-President, the ALSC/ALA Councilor, and the Executive Director of ALSC.

Sec. 2. The Executive Committee shall be constituted to facilitate the actions of the Board of Directors between Board meetings and to consider such items that require interim decisions for the Association. It shall review agendas for the meetings of the Board of Directors, and for the annual Business meeting of the Association, and may make recommendations to the Board regarding items reviewed and under consideration.

Sec. 3. The Chairperson of the Executive Committee shall be responsible for reporting all business transacted by the committee at the next regular meeting of the Board of Directors.

Sec. 4. All actions of the Executive committee shall be subject to the review of the Board of Directors.

## ARTICLE VII Meetings

Sec. 1. Annual Meetings. A program meeting shall be held during the annual conference of the American Library Association. A business session of the membership shall be convened during the annual conference of the American Library Association. Fifty members shall constitute a quorum.

Sec. 2. Board of Directors Meetings. Meetings of the Board of Directors shall be held in connection with the annual conference and a midwinter meeting at the time of the midwinter meeting of the Council of the American Library Association and at other times at the call of the president. A majority of the voting members shall constitute a quorum. Vacant positions shall not be included in establishing a quorum.

Sec. 3. Executive Committee Meetings. Meetings of the Executive Committee shall be held at the call of the chairperson. A majority of the voting members shall constitute a quorum.

Sec. 4. Votes by Mail. Votes by mail of the membership may be authorized by the Board of Directors. Such authorization must be accompanied by the assurance from the ALA Executive Board that funds are allocated to pay the cost of such mail vote. A majority of votes cast shall be required to carry.

Sec. 5. When mail votes of members of the Board of Directors or of committees are taken between meetings, a majority of votes cast shall be necessary to carry.

## ARTICLE VIII Committees

Sec. 1. Standing, Special, and Ad Hoc Committees shall be authorized by the Board of Directors and may be discontinued by the Board. All members of ALSC Committees and ALSC representatives to Joint Committees shall be members of the Association for Library Service to Children.

Sec. 2. The Newbery Award Committee and the Caldecott Award Committee.

(a) The Newbery Award Committee shall consist of the following fifteen (15) members: Seven (7) members to be elected annually from a slate of no fewer than fourteen (14), a chairperson elected annually from a slate of two (2), and seven (7) members appointed by the vice-president (president-elect).

(b) The Caldecott Award Committee shall consist of the following fifteen (15) members: Seven (7) members to be elected annually from a slate of no fewer than fourteen (14), a chairperson elected annually from a slate of two (2), and seven (7) members appointed by the vice-president (president-elect).

Sec. 3. Special Committees for which the Board of Directors has designated no termination date shall automatically expire at the end of two years (at the time of the adjournment of the Annual ALA Conference) unless otherwise ordered by the Board of Directors.

Sec. 4. Appointments.

(a) Appointments of all committee members shall be made by the vice-president (president-elect) for a period not to exceed two years. Members may be appointed for a second but not a third consecutive term.

(b) Members of Standing Committees, except Nominating, Newbery and Caldecott, shall be appointed for overlapping terms.

(c) Designation of chairpersons of Standing Committees shall be made annually.

(d) Chairpersons of Special Committees shall serve for the life of the committee.

(e) The members and chairperson of any new committee authorized during the year shall be appointed by the president.

(f) Any vacancy occurring on a committee shall be filled by the president.

Sec. 5. Priority Groups.

(a) Each ALSC committee shall be assigned to a priority group.

(b) Each priority group shall have a consultant appointed from the membership by the vice-president (president-elect).

## ARTICLE IX Discussion Groups

Sec. 1. Establishment. When 15 or more members are interested in discussing a common problem which falls within the scope of the Association but which is not the responsibility of a single committee, they may form a discussion group after approval of a signed petition presented to the Board of Directors. The petition shall include the purpose of the group and the requirements for membership.

Sec. 2. Discontinuance. The Board, upon the recommendation of the Committee on Organization and Bylaws, or upon recommendation of the group itself, may discontinue a discussion group when in its opinion the usefulness of the group has ceased.

Sec. 3. Membership. Membership is limited to ALSC members who have direct contact with the problems and concerns that relate to the group.

Sec. 4. Functions. The group shall elect a chairperson annually at its meeting during the Annual Conference. The chairperson shall keep the president, president-elect, and the executive director fully informed of all meetings and activities of the group. With Board approval, a discussion group may disseminate information, recommendations, and conclusions arrived at in its discussions; and the Board and all committees of ALSC may call upon the group at any time for its advice and counsel in the areas of its expertise. The discussion group may make recommendations to the Board within its areas of concern, and the Board may call upon the group at any time for its advice and counsel.

## ARTICLE X Nominations and Elections

Sec. 1. At the midwinter meeting of the Board of Directors, the president-elect shall recommend for appointment by the Board a Nominating Committee of not less than three members to select candidates for election the following year. No member of the Board of Directors shall be appointed to this committee.

Sec. 2. The Nominating Committee shall prepare a slate to consist of: two (2) candidates for vice-president (president-elect); and six (6) candidates for three (3) directors, except every third year when four (4) candidates for two directors shall be selected; two (2) candidates for ALSC/ALA Councilor in appropriate years; fourteen (14) candidates for seven (7) Newbery Awards Committee members-at-large; fourteen (14) members for seven (7) Caldecott Awards Committee members-at-large; two (2) candidates for Newbery Awards Committee chairperson; two (2) candidates for Caldecott Awards Committee chairperson; and candidates to fill vacancies as approved in Article IV, Sec. 3 and Article V, Sec. 3 of these Bylaws. The Nominating Committee shall report its slate of candidates at the midwinter meeting of the Board of Directors the year following its appointment.

Sec. 3. Each nominee named by the Committee must be a member of ALSC and the written consent of the nominee must be filed with the Nominating Committee.

Sec. 4. A candidate may be nominated by a petition signed by twenty-five personal members of ALSC. The nominee shall be a member in good standing of the Association. The petition and the written consent of the nominee shall be filed with the ALSC Executive Director for at least four months before the annual meeting, and the names of the candidates so nominated shall be listed on the official ballot.

Sec. 5. The election shall be carried on in accordance with the ALA Bylaws, Article III, Sec. 4, and with ALA procedures.

## ARTICLE XI Amendments

Sec. 1. These Bylaws may be amended by a two-thirds majority vote of the members present and voting at a regularly scheduled business session, provided the amendment has been proposed by the Board of Directors, by a committee authorized to do so by ALSC, or by a majority vote of the members present at a business meeting.

Sec. 2. These Bylaws may be amended by a mail vote of the membership when a two-thirds majority of the votes returned are affirmative.

Sec. 3. The proposed amendment must be sent to the membership not less than one month before the vote on it shall be taken. It may be sent to the membership by inclusion in an official publication of ALSC, the American Libraries, or by direct mail when so authorized by the Board of Directors.

## ARTICLE XII Parliamentary Authority

Robert's Rules of Order, Revised, in the latest edition, shall govern the Association for Library Service to Children in all cases in which they are not inconsistent with the Bylaws of this Association and with the Constitution and Bylaws of the American Library Association.

OPEN MEETING POLICY: An Interpretive Statement  
of the American Library Association

The policy on Open Meetings, 7.4.3., reads as follows:

"All meetings of the American Library Association and its units are open to all members and to members of the press. Registration requirements apply. Closed meetings may be held only for the discussion of matters affecting the privacy of individuals or institutions."

The American Library Association is a national educational association with an organizational pattern of units and sub-units with distributed responsibility for the conduct and accomplishment of its business. As a membership association, its structures, procedures, and actions do not parallel public or governmental bodies.

In support of its goal of promoting and improving library service and librarianship, the ALA conducts activities such as: developing standards; accrediting library school programs; granting scholarships, awards, and other recognitions; developing and conducting continuing education programs; publishing monographs and periodicals; reviewing and recommending publications; publicizing library needs and services; recommending legislation; providing advisory assistance; conducting many other projects and programs related to the development or improvement of library services.

Many of these activities require discussion by a planning or evaluating group, and an assessment of individual or institutional achievement. Questions have been raised concerning the manner in which the Open Meetings Policy relates to ALA's activities.

In implementing the above policy, the following general concepts should be kept in mind:

Personnel assessment areas in association activities should be structured so that no individual's right to privacy will be abridged or endangered.

Discussions of confidential information regarding an institution should not abridge the institution's right to privacy.

Information regarding individuals and institutions may be considered by the individual or institution to be confidential or highly sensitive (private) at one date, but public information at a later date; the association may need to take timing into account in identifying specific matters of privacy.

ALA members and other interested persons should be encouraged to attend meetings where business is conducted; closed meetings should be planned only when they are essential to protect privacy.

Matters affecting the privacy of individuals or institutions frequently include such areas as:

Deliberations concerning the performance of personal members, or institutions, or paid staff of the ALA and its units.

Deliberations concerning professional achievements, contributions, and qualifications of members being considered for office.

Deliberations concerning the qualifications of individuals or institutions being considered for grants, scholarships, or similar recognition.

Deliberations concerning the ability of an institution to meet published criteria or standards.

Deliberations concerning contractual matters, and matters with legal or financial implications for individuals or institutions.

Deliberations concerning awards to individuals for achievement and/or creative works.

Deliberations concerning awards to institutions or organizations.

The work of the Association should normally be accomplished at the Annual and Midwinter meetings, in sessions open to all of the membership. It is the responsibility of the chair of each unit to insure that the spirit of the open meeting policy is enforced. Each chairperson should identify any need for a closed portion of a meeting at the time the meeting is announced; that fact should be made known in advance. No matters other than those requiring protection of privacy may be discussed during that time period. All actions taken in closed session must be reported to the membership of the parent unit and made public at the earliest possible time after the closed session.

Although a unit's workload may be such that some of its business must be conducted through correspondence or meetings held outside of conference, notice of meetings held outside of Annual Conference and Midwinter Meeting must be announced prior to the meeting and the results of the meeting made public at the earliest possible time

Questions or complaints regarding adherence to the Open Meeting Policy should be addressed to the chief officer of the governing unit.



ALSC PROCEDURE FOR IMPLEMENTING ALA OPEN MEETING POLICY

The ALA Policy on Open Meetings, 7.4.3., is as follows:

"All meetings of the American Library Association and its units are open to all members and to members of the press. Registration requirements apply. Closed meetings may be held only for the discussion of matters affecting the privacy of individuals or institutions."

In January, 1981, ALA Council adopted a statement interpreting this policy (Council Document #24) which the Association for Library Service to Children endorses. Committee chairs should familiarize themselves with this statement and its guidelines, for chairs are responsible for ensuring both the right of the membership to hear the business deliberations of the association and the privacy rights of individuals and institutions.

Generally speaking, the working sessions of ALSC committees are open to members who may listen to, but probably not participate in, a committee's deliberations. Members who accept appointment to a committee must also be willing to accept the spirit of the open meeting philosophy and be willing to make every effort to ensure that members observing can hear and view the proceedings.

When a chair sees that the business of a committee will require a closed session, she/he should indicate "closed" in the appropriate box on the meeting request form which must be filled out for the ALA Conference Arrangements Office before the midwinter and annual conferences. This ensures that the meeting will be designated "Closed" in the conference program, and adequately notifies the membership that the session is not open.

If the chair anticipates that only part of the business of a committee meeting requires a closed session, she/he should arrange to close at the beginning or end of the meeting time period, and should, if possible, indicate the time of the closed portion when filling out the meeting request form.

It is recognized that it is not always possible to anticipate closed meetings. If the need to close a meeting develops during a committee's deliberations, the chair should try to rearrange the agenda so that the closed session can take place at the beginning or at the end of the scheduled meeting time, and should announce the timing as soon as possible.

If a chair is uncertain about closing a meeting or a portion of a meeting, the situation should be referred to the Priority Group Consultant, who may consult with the ALSC President before deciding on the best course for the chair to take.

In reporting actions taken in closed sessions, a chair should follow the procedure outlined in the ALA Interpretive Statement.

Procedure for Reporting Inappropriately Closed Meetings

A member who feels that a meeting of any ALSC unit has been inappropriately closed may make a complaint in writing to the ALSC President, stating the reasons for the objection to the closed session. The President and/or the ALSC Executive Committee will consider complaints as soon as possible and any action taken will affect future meetings, but it is unlikely that an immediate decision (during the meeting in question) can be made. The President will notify the complainant of the resolution of the complaint, and will report the incident to the Board at its next session. If the member is not satisfied with the decision of the ALSC President, the matter may be appealed (in writing) to the ALSC Board.

Guidelines for Evaluating Proposals for  
Continuing Education Programs

Elements to be considered in a Continuing Education proposal:

1. Provides continuing education in the field of library service to children
  - a. Does the project deal with an important matter in the ALSC field of responsibility?
  - b. Is this activity worth doing? Is this the time to do it? Is it urgent that it be done? Can it be done in time to be of use?
  - c. Is the project in accord with the priorities and emphasis of ALSC?
2. Target audience
  - a. What sectors of the community may be expected to participate?
  - b. Is this program unique? That is, are there competing programs with the same focus that meet the continuing education needs of librarians and therefore make this program less important to offer under ALSC sponsorship than other programs might be?
3. Program details (time, place, etc.)
  - a. Can the program be accomplished in the period of time suggested in the proposal? Is the time schedule realistic in allowing for emergencies and setbacks and designed to bring the program to a conclusion within reasonable limits?
  - b. Are the goals and objectives well articulated and reasonable?
4. Techniques to be used (lecture, small group discussion, role playing, etc.)

Is the method of organization of the program selected a good one for the content proposed?
5. Financial statement - cost projections
  - a. Is the budget realistic? Are all costs included? (Advertising or publicity, meeting space, speakers, etc.)

- b. What is the basis for the registration fee for participants? Is it a reasonable fee?
- c. What are the fiscal costs to ALSC?
- d. What number of participants is necessary to pay the costs of the activity? Is this number reasonable given the focus of the activity, the geographical region, etc.? What is the evidence?
- e. Is there already an investment in this project by ALSC or by the requesting group? If there is, does it deserve to be built on or should the project be abandoned before more money is spent?
- f. Is the project terminal or does it commit ALSC to long-term support?

6. Demands upon ALSC

How much staff time from ALSC will the project require? Can the total program of ALSC afford the staff time required for the new activities?

7. Evaluation

- a. How will the program be evaluated? Is the evaluation process clearly enunciated as a part of the project?
- b. Are CEU or academic credits arranged for participants in the project?

\* \* \* \* \*

FORMAT FOR SUBMISSION OF CONTINUING EDUCATION PROPOSAL

PLEASE SUBMIT IN THIS ORDER:

- 1. Title
- 2. Date(s) of Program
- 3. Sponsoring Group
- 4. Name of Project Director
- 5. Statement of Purpose, Rationale and Goals
- 6. Target Audience
- 7. Proposed Program Plans
- 8. Budget
- 9. Cost to Participants
- 10. Need for ALSC Services and Resources
- 11. Method of Evaluation

GUIDELINES FOR PUBLICATIONS

Types of Publications

Mimeo  
Brochure  
Article to Journal of Youth Services in Libraries  
Article to ALSC Newsletter  
Pamphlets  
Books

Who can submit proposals?

Committees  
Individuals

When:

Between Association meetings and no later than six weeks before Midwinter or Annual.

Submit to:

Chair, Publications Committee

\* \* \* \* \*

Procedure to follow:

Chair to members for evaluation

Written comments from committee to chair if unable to attend Midwinter or Annual.

Committee chairs or proposal presenters should be available to meet with Publications Committee, if necessary.

Possible outcome of proposals from committee:

Good - submit to Board

Good, but incomplete - missing items, see checklist

Good, but duplicates the following

Good idea, poorly conceived - rewrite or expand

Good idea in general, but should be made more specific or directed toward a more specific topic or audience.

Idea does not fit priorities of ALSC.

CHECKLIST FOR PROPOSALS

1. Subject of manuscript

Criteria: Timely?  
Necessary or duplicative?  
Realm and focus of committee/ALSC.  
Should it be a joint publication (co-sponsored)?

2. Authorship - If your author is other than a member of the committee, please submit author's qualifications.

Criteria: Is this an individual?  
Is this a committee?  
Is the author competent?

3. Intended audience

Criteria: Is there an audience?  
Is this the best way to reach the intended audience?

4. Scope of publication

Criteria: Expansion needed.  
General or specific.  
Too broad.  
Too limited.  
Incomplete--needs clarification.

5. Format

Criteria: Is it appropriate to scope, subject, audience?

6. Intended life of publication

Criteria: Do you anticipate reprints, updates, or will it go out of date?



## ALSC's Goals and Objectives

Dear members, a big THANK YOU for the many ideas you shared with the Long-Range Planning Task Force. Your efforts led to the following goals and objectives, adopted by the ALSC Board of Directors in January 1986.

### *GOAL 1: To Promote Visibility of Library Service to Children.*

*Objective 1.* The President will appoint an appropriate body to develop and implement a plan for promoting the visibility of children's librarianship within the profession during the 1986-88 fiscal years.

*Objective 2.* ALSC will engage in new cooperative efforts (i.e., programs, institutes, publications) with at least two other American Library Association units on an annual basis. During the 1986-1987 fiscal year, ALSC will join with the Library Administration and Management Association (LAMA) and the Young Adult Services Division (YASD) in developing a regional institute on managing youth services. ALSC will seek cooperation in distributing information about these new cooperative efforts through the American Association of School Librarians (AASL), YASD, and other appropriate units.

*Objective 3.* The Liaison with National Organizations Serving the Child Committee will continue to expand its relationships with other organizations and will promote the visibility of children's librarianship outside the profession, by supporting at least one program at the national conference of a liaison organization by the end of the 1986-1987 fiscal year.

*Objective 4.* The Research and Development Committee, in consultation with the ALA Office for Research, will develop a set of recommendations for actions which will result in the effective collection and dissemination of information on the current status of library service to children. The Committee's report will be presented to the Board no later than the 1987 Annual Conference.

### *GOAL 2: To Establish Guidelines for the Education of Children's Librarians.*

*Objective 1.* The President will appoint a Task Force to identify the competencies needed by children's librarians and to report to the Board by Annual Conference 1987.

Upon endorsement of the competencies by the Board, this Task Force will oversee the dissemination of this information to the library press, library educators, and other interested groups.

### *GOAL 3: To Promote Research in the Area of Library Service to Children.*

*Objective 1.* The Research and Development Committee will identify and disseminate annually, through division publications, information about existing and ongoing research concerning library service to children.

*Objective 2.* In 1988-1989 a joint Task Force of the Research and Development Committee and the Liaison with National Organizations

Serving the Child Committee will disseminate information about existing and ongoing research concerning library service to children to appropriate organizations as identified by the Liaison Committee.

### *GOAL 4: To Increase the Participation of Members in the Association.*

*Objective 1.* The Membership Committee will develop a publication for prospective and new members on how to participate in ALSC. The publication will be ready for distribution by Annual Conference 1988.

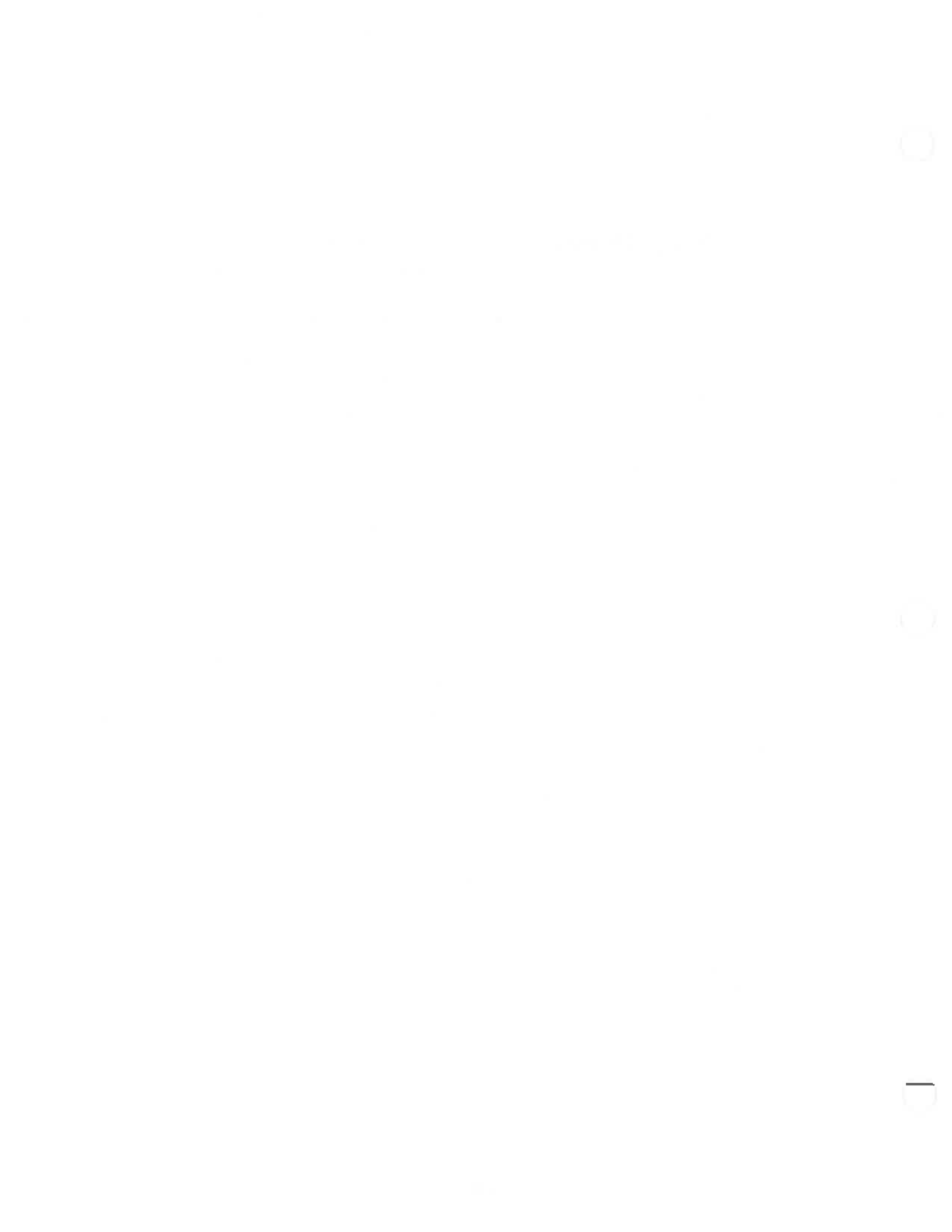
*Objective 2.* Beginning in 1986-1987, the Vice-President and Priority Consultants annually will develop a plan for involving members who are unable to attend ALA Conferences. This plan will be implemented during the Vice-President's term as President. In 1989, the Executive Committee will evaluate the effectiveness of this process and recommend appropriate action to the Board.

### *GOAL 5: To Increase Revenue to Support and Expand the Association.*

*Objective 1.* In 1987-1988, a subcommittee made up of representatives from the Membership and Program Evaluation and Support Committees will evaluate the results of the joint membership experiment with YASD and AASL implemented during the 1987 membership year. The subcommittee will bring recommendations to the Board at the Annual Conference in 1988.

*Objective 2.* The Membership Committee will explore the feasibility of student rates and will report its recommendations to the Board at the 1987 Midwinter Meeting.

*General Statement Related to the Above Goals and Objectives:* Individual(s) and/or group(s) charged with carrying out these responsibilities will report their progress to PESC at each conference (Annual and Midwinter) except for Goal 4, Objective 2. As a part of their charge, PESC will report to the Board and submit appropriate recommendations.





# AMERICAN LIBRARY ASSOCIATION

## MISSION, PRIORITY AREAS, GOALS

At the 1986 Annual Conference in New York the ALA Council approved this strategic long-range plan for the Association.

### 1. MISSION, PRIORITY AREAS, GOALS

#### 1.1 INTRODUCTION

Any organization as large, diverse, and dynamic as ALA must periodically reassess priorities in order to make progress in selected areas determined to be of prime concern to its members. The diversity of the membership dictates a wide range of interests that frequently overlap or complement one another. Nonetheless, we can identify overriding priorities that ALA should pursue vigorously within the United States and coordinate with groups abroad. Only such focusing of efforts and the subsequent allocation of Association funds and evaluation of its activities can ensure needed progress within the profession.

ALA recognizes its broad social responsibilities. The broad social responsibilities of the American Library Association are defined in terms of the contribution that librarianship can make in ameliorating or solving the critical problems of society; support for efforts to help inform and educate the people of the United States on these problems and to encourage them to examine the many views on and the facts regarding each problem; and the willingness of ALA to take a position on current critical issues with the relationship to libraries and library service set forth in the position statement.

ALA promotes the creation, maintenance, and enhancement of a learning society, encouraging its members to work with educators, government officials, and organizations in coalitions to initiate and support comprehensive efforts to ensure that school, public, academic, and special libraries in every community cooperate to provide lifelong learning services to all.

#### 1.2 MISSION

The mission of the American Library Association is to provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.

#### 1.3 PRIORITY AREAS AND GOALS

##### Priority Area A: Access to Information

ALA will promote efforts to ensure that every individual has access to needed information at the time needed and in a format the individual can utilize, through provision of library and information services.

##### Goals

- 1: All individuals have equal access to libraries and information services.

- 2: Instruction in information use is available to all.
- 3: Government information is widely and easily available.
- 4: Library collections are developed, managed, and preserved to provide access for users to the full range of available knowledge and information.
- 5: Access to information is facilitated by bibliographic organization.
- 6: Library use is high.
- 7: Fees are not a barrier to library access and service.

##### Priority Area B: Legislation/Funding

ALA will promote legislation at all levels that will strengthen library and information services. Means will be developed for facilitating the effective competition of libraries for public funds as well as for funds from the private sector.

##### Goals

- 1: Libraries have adequate funding from public sources (local, state, federal).
- 2: ALA members are well informed about opportunities for raising funds from private sources.
- 3: Reliable and timely statistics and information about all sources of library funding are available.
- 4: Congress consistently approves legislation favorable to libraries.
- 5: Local governing authorities and state legislatures consistently approve ordinances and legislation favorable to libraries.
- 6: Information about legislation with potential impact on libraries and library service is easily available.

##### Priority Area C: Intellectual Freedom

ALA will promote the protection of library materials, personnel, and trustees from censorship; the defense of library personnel and trustees in support of intellectual freedom and the Library Bill of Rights; and the education of library personnel, trustees, and the general public to the importance of intellectual freedom.

##### Goals

- 1: First Amendment rights are secure.
- 2: Persons whose First Amendment rights are challenged have adequate support.

##### Priority Area D: Public Awareness

ALA will promote the role of librarians and the use of libraries and their resources and services as well as the awareness of their importance to all segments of society.



## STRATEGIC LONG-RANGE PLAN

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### Goals

- 1: ALA provides information about libraries to all.
- 2: Librarians are recognized as proactive professionals responsible for ensuring the free flow of information and ideas to present and future generations of library users.
- 3: Libraries are recognized as proactive agencies essential to the cultural, educational, and economic life of society.

### Priority Area E: Personnel Resources

ALA will promote the recruitment, education, professional development, rights, interests, and obligations of library personnel and trustees.

### Goals

- 1: Library and information science education meets the changing library and information needs of society.
- 2: Master's level programs are effectively accredited.
- 3: Librarians and all other library personnel are paid equitable and attractive salaries.
- 4: Librarians have a variety of opportunities for professional development and continuing education.
- 5: Workshops and conferences conducted by ALA are available to librarians, trustees, and others interested in libraries.
- 6: Job information, placement, and career services are readily available to librarians.
- 7: Effective library personnel policies are established and used.
- 8: Librarianship recruits a racially and ethnically diverse group of high caliber persons.
- 9: Librarians uphold the ALA Code of Ethics.
- 10: Librarians are proactive professionals who ensure the free flow of information and ideas.

### Priority Area F: Library Services, Development, and Technology

ALA will promote the availability of information tools and technologies which assist librarians in providing services responsive to the changing needs of society.

### Goals

- 1: Guidelines, standards, and codes are formulated and promoted to facilitate effective library service.
- 2: Professional resources in a variety of formats are produced by ALA.
- 3: Statistics about libraries are collected regularly and distributed promptly.
- 4: Research related to libraries and librarianship is conducted and results are widely disseminated.
- 5: Information and advisory services about libraries and librarianship are available from ALA in response to requests.
- 6: ALA encourages cooperative activities to improve service to library users.
- 7: ALA promotes access to information via technological means.

- 8: Librarians are able to use technology effectively.
- 9: Library funds are managed effectively.
- 10: Librarians practice effective public relations.
- 11: Libraries are proactive agencies which meet the challenges of social, economic, and environmental change.

### 1.4 ALA ORGANIZATIONAL SUPPORT GOALS

In order to address these priorities, ALA will use its resources wisely and maintain a flexible structure that promotes the diverse interests and broad participation of members and units.

#### Organizational Area A: ALA Roles and Relationships

The size and complexity of ALA with its many and diverse units creates difficulties in coordinating roles and responsibilities. ALA has an opportunity to recognize diversity as a strength and build on it.

#### Goals

- 1: The activities and programs of ALA are coordinated.
- 2: ALA speaks with one voice for the profession.

#### Organizational Area B: ALA Finances

ALA maintains financial stability.

#### Goals

- 1: ALA obtains a significant amount of income from sources other than dues.
- 2: ALA maintains adequate cash reserves.
- 3: New markets are developed for ALA's products and services.
- 4: ALA has a continuously updated multiyear financial plan.
- 5: ALA provides accurate and timely financial reports to members, officers, and staff.

#### Organizational Area C: ALA Human Resources

A large, stable, and involved membership is essential to the health and effectiveness of ALA. The development of new leaders must be continuous in the association. ALA must maintain staff with a high level of expertise and commitment.

#### Goals

- 1: ALA membership is large and stable.
- 2: Large numbers of members are involved in the work of the Association.
- 3: ALA leaders are effective.
- 4: ALA responds to the needs and interests of members.
- 5: ALA staff provides a high level of expertise and service.
- 6: Members are fully informed about ALA activities.
- 7: State library associations/chapters are fully informed about ALA activities.
- 8: Appropriate and timely data about the ALA membership are available. ■ ■



# Fact Sheet

## What To Do When The Media Calls

1. Ask questions. Determine the name of the publication or the network. Find out what the story is about, the reporter's angle, when the deadline is. If you do not feel qualified to address the question or are uncomfortable with the approach, say so. Suggest other angles, other sources of information.
2. Be clear about who you are representing--yourself, your library or the American Library Association.
3. Beware of manipulation. Some reporters may ask leading questions, something like "Would you say" followed by an idea for your agreement. Make your own statement.
4. Think first. Think about the subject, your audience and what message you want to convey. Do not be pressured into responding. If you need more time, tell the reporter you'll call back.
5. Be prepared to answer the standard "Who-What-When-Where-How and Why" questions. Have supporting facts and examples available.
6. Pause before answering questions to think about what you want to say and the best way to say it.
7. Keep your answers brief, to the point. This is even more important with broadcast media when you may have only 20 seconds to respond. Too much information can be confusing.
8. Don't be afraid to admit you don't know. "I don't know" is a legitimate answer. Reporters do not want incorrect information. Tell them you'll get the information and call back.

If you need additional information or counsel,  
contact the ALA Public Information Office.



