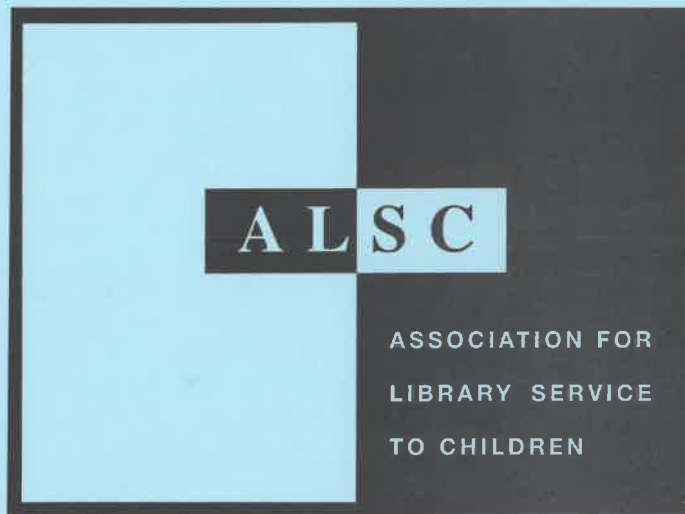


**ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN**



**DIVISION LEADERSHIP MANUAL**

**REVISED DECEMBER, 1998**



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## INTRODUCTION

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 Manual is addressed to the committee chair and division leadership 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 Committee Roster. These three items are the basic reference tools every chair should keep at hand.

## TEN QUICK REMINDERS

1. Send copies of all committee correspondence to the ALSC president, president-elect, executive director and your priority group consultant.
2. Always notify your priority group consultant, the ALSC office staff, and all committee members if there is a cancellation or a time or location change for a meeting.
3. *The Journal of Youth Services in Libraries/JOYS* has right of first refusal on all articles and lists generated as a result of ALSC committee activities.
4. Notify the ALSC office immediately of any address or phone number changes on your committee if a member has not done so.
5. Adhere to all deadlines set forth in this handbook for scheduling programs (p. 6 and 14), requesting funding (pp. 12-14), reporting on committee activities (pp. 20-21), etc.
6. Gain the necessary approval for any publications projects.
7. The ALA Publishing Department has first refusal rights on division generated pamphlets and books.
8. Attend division leadership orientation sessions at Midwinter Meeting and Annual Conference.
9. If you are planning a program at Annual Conference, send copy for the preliminary program to ALA Conference Services by January 31 and copy for the final ALA Conference Program by March 15 (with copies to the ALSC office).
10. Press releases on committee activities should be sent to the ALSC office. They will be sent from there to the ALA Public Information Office (PIO) for distribution to the press.



## CALENDAR OF ACTIVITIES

### Spring

Vice president/president-elect makes committee appointments.

### April/May:

Election results available (chairs and elected members of Newbery, Caldecott, and, when appropriate, Wilder committees announced).

### June/July:

Chair attends ALSC Committee Chair Orientation at Annual Conference.

Priority Group Consultants meet with Vice President/President-elect at Annual Conference.

Incoming chair meets with retiring chair and receives committee files.

Incoming members attend committee meeting as observer.

Outgoing chair submits post-conference reports to President, Vice President/President-elect, priority consultant and ALSC office. (Use form #4 on pp. 42 in Division Leadership Handbook or pick up forms from file in ALSC office area.)

Chair submits requests for reimbursement of funds from committee budget, if applicable. Send to executive director at ALSC office. DEADLINE - AUGUST 1.

### Fall

President makes appointments to award and evaluation committees.

### October:

Chair submits committee news to ALSC Newsletter editor.

### November:

Chair completes Pre-Midwinter Committee Report forms; gives copies to President, Vice President/President-elect, priority consultant and ALSC office. (Use form #1 on pp. 37-38 of Division Leadership Handbook.)

Chair submits proposals for committee sponsored publications to Publications Committee Chair.

### December:

Chair submits requests for Board action to ALSC president and office.

Chair submits committee sponsored program proposals for year after next's Annual Conference to vice-president with a copy to ALSC Deputy Executive Director. (For instance, the deadline for submitting program proposals for Annual Conference 1995 is Midwinter Meeting 1994.)

**January:**

Chairs attend Midwinter Committee Chairs' Orientation and Priority Group Session.

Chair submits Midwinter Meeting Report to President, Vice President/President-elect, priority consultant and ALSC Office. (Use form #2 on pp. 39-40 of Division Leadership Manual or pick up forms from ALSC office area file.)

For committees sponsoring programs at Annual Conference, submit preliminary program copy to ALA Conference Arrangements. Send duplicate copy to ALSC office.  
DEADLINE - January 31.

**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 ALA Conference Arrangements with duplicate copy to the ALSC Office. DEADLINE - March 15.

Submit committee news to Newsletter editor.

**April:**

Submit Children's Library Services Endowment Fund letter of application. Send nominee suggestion forms to Nominating Committee Chair. DEADLINE - May 1.

**May:**

Submit Pre-Annual Conference Report forms to President, Vice President/President-elect, priority consultant and ALSC Office. (Use form #3 on pp. 41-42 of Division Leadership Manual.)

Send requests for Board action to ALSC president and ALSC office.

Send proposals for committee sponsored publications to Publications Chair (See Appendix E).

# **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 Annual Conference and ending with the last day of Annual Conference the following year. Appointments are made by the vice-president each spring. Exceptions are the ALSC Batchelder, Caldecott, Notable Children's Video, Carnegie, Batchelder, Newbery, Notable Children's Books, Notable Children's Recordings, and Wilder committees, for which the president makes appointments the next fall and terms begin following Midwinter. Ad hoc committees (see definition, p. 5) may be established at any time during the year and terms of appointment continue until the committee's charge has been completed and it has been dismissed by the Board.

1. **Appointments.** The president or president-elect 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 term.

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 new member contains the function statement for that committee.
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

included in the final, approved ALSC Budget before they may be undertaken.

5. Publication projects must be approved by the ALSC Publications Committee and the Board and must 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 and Statistics; 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 Midwinter Meeting, 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, to effectively plan, execute, and complete their assignments, most committees must meet together.
  - 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 the 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 as observers before their scheduled 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 1974. 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 ALSC Roster or the *ALA Handbook of Organization* to see the structures and charges of the groups.

Each priority group has an appointed consultant who serves as the liaison between the committees and the board or staff and who provides the committees with information or advice needed to carry out their function statements.

Among the consultant's responsibilities are the following:

- to serve as a liaison between the ALSC Board and committee chairs and between the ALSC office and committee chairs;

- to read thoroughly all sections of the Division Leadership Manual and to use the Division Leadership Manual as a basic reference for assisting committee chairs;
- to study the function statements of the committees within the priority group; these are found in the ALSC Roster of Officers and Committees (revised annually);
- to serve as consultant to priority-group committees on procedural or substantive matters during conferences and by mail, e-mail, fax, or phone between conferences;
- to meet with the president or vice-president prior to the Division Leadership meetings at each conference to discuss priorities and concerns;
- to meet with committee chairs within the priority group as part of the midwinter and annual Division Leadership Meetings to orient them to their duties and to respond to their concerns (see below);
- to contact new committee chairs who could not attend Division Leadership Meeting at a conference, but who are expected to assume committee chair responsibilities before the next conference to orient them to their duties (see below);
- to contact the ALSC office if committee chairs who are expected to assume their duties between conferences have not received copies of the Division Leadership Manual at the time of appointment;
- to orient committee chairs at meetings or between conferences to the recommended procedures for committee operation and to the exact place in the Division Leadership Manual of these procedures, including:
  - preparation of preconference and post-conference reports
  - budgeting and filling out the Special Request for Additional Committee Budget Form
  - requests for publications
  - requests for programs
  - requests for change in function statement or other organizational changes
  - review of whom to copy with reports and other communications
  - discussion of issues of concern to ALSC and ALA
- to attend portions of each committee's working sessions (unless the sessions are closed) during each conference, giving priority to committees that have requested assistance or are having difficulties;
- to facilitate communication among priority group committees, if appropriate, e.g., among media evaluation committees in organizing the Notables Showcase;
- to help committee chairs identify and communicate with committees in other priority

groups with common concerns as appropriate, e.g., Carnegie Award Selection and Notable Children's Video committees;

- to attend last session of each midwinter and annual Board Meeting and report on action items;
- to help committee chairs identify and communicate with committees in other divisions with common concerns, e.g., committees concerned with services to persons with disabilities;
- to write to committee chairs by November 15 and May 15, reminding them to submit preconference reports by December 1 and June 5;
- to submit pre-and postconference reports (see pp. 49-52 of Division Leadership Manual) and alert the Executive Committee and other appropriate staff and members to problems of an organizational or procedural nature that affect the work of the committees within the Priority Group;
- to contact any committee chairs whose post
- to contact any committee chairs whose preconference reports have not been received by one month after Midwinter Meeting or Annual Conference;
- to stay abreast of ALSC Board issues, including reading Board highlights in *Journal of Youth Services in Libraries/JOYS* after each Midwinter Meeting and Annual Conference;
- to copy all correspondence to president, president-elect, and executive director;
- to attend programs presented by committees within the priority group; and
- to write letters of appreciation to outgoing chairs on behalf of ALSC.

Note: A green notebook with pre-meeting and pre-conference reports will be at the ALSC table in the ALA Office for reference. All members are invited to consult the notebook.

The ALSC staff will distribute post-meeting and post-conference reports to the ALSC president and president-elect.

(Revised June 1997)



## II. PLANNING AND CONDUCTING COMMITTEE MEETINGS

The chair is responsible for planning and conducting committee meetings at the Midwinter Meeting 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—The ALSC office schedules all meetings.
- C. Communicating with Committee Members--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 Appendix - ALSC Bylaws, Article II.) If the chair and members find no linkage between the committee charge and the strategies, or if they find the charge unclear, the chair should ask for clarification in writing 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 that 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. Committee Budgets. Each committee will receive \$50.00 per fiscal year (September 1 - August 1) to cover postage, telephone, duplicating etc. Evaluation committees and the liaison to National Organizations Serving Children and Youth Committee will receive \$250.00; priority consultants and discussion groups will receive \$25.00. If a committee, priority consultant, or discussion group anticipates a need for more than the allotted amount in the next fiscal year, a Special Request for Additional Committee Budget (p. 33) should be filled out.

Completed copies of the Special Request for Additional Committee Budget form should be returned to the chair of the Planning and Budget Committee, the executive director, and your priority consultant by December 1.

Special requests are evaluated by ALSC's Planning and Budget Committee. Planning and Budget presents a tentative recommended budget to the ALSC Board of Directors during Midwinter. After the Board approves the tentative

budget, the executive director, in consultation with the chair of the Planning and Budget Committee and in accordance with ALA procedures, finalizes the budget and submits it 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 - Children's Library Services Endowment Fund.

1. Purpose of Funding--Interest from the Children's Library Services Endowment Fund is used to support long and short range projects and programs of the division.
2. Funding Available--Approximately \$1,000 per year is available from the Children's Library Services Endowment Fund for ALSC projects. 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.

Proposals need not be lengthy. Planning and Budget is looking for clear, concise statements of possible projects. This is the chance to find funding

for ideas that a committee may have been considering but has been unable to implement.

4. Selection Criteria--Planning and Budget will select Projects to be funded 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 that cannot be supported out of the general ALSC funds.
- d. If possible, project should generate income.
- e. If funding is not awarded in a given 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 Planning and Budget 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.

The chair should submit committee expenses and receipts for items approved in the committee budget to the executive director throughout the year. (Use Request for Payment Form, p. 34.) Expenses under \$5.00 should be batched and submitted together so that they total \$5.00 or more. Original 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. 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. 35-36) must be submitted to the president-elect before or during the Midwinter Meeting 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. The president-elect also approves other programs that meet membership needs. 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, the ALSC executive director, in consultation with the chair, submits a request for special allocation to the ALA Deputy Executive Director in September.

2. Preconferences-- The Board approval is required at the Midwinter Meeting 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; goals 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. The executive director will prepare a preconference budget based on the minimum number of persons expected to attend in order 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 Appendix D.

- 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 E) 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/JOYS* (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 *The Journal* to publish it. Committees interested in publishing in *The Journal* 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; *Book Links* publishes lists and articles. Committees interested in submitting manuscripts to either of these journals 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 a non-ALSC journal or for a non-ALA journal are to be 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, the executive director in consultation with the committee chair, 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 the chair copies of correspondence pertaining to the committee.

During conferences, files for communicating with all officers, 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. Communication from Committees to ALSC members and others. Several

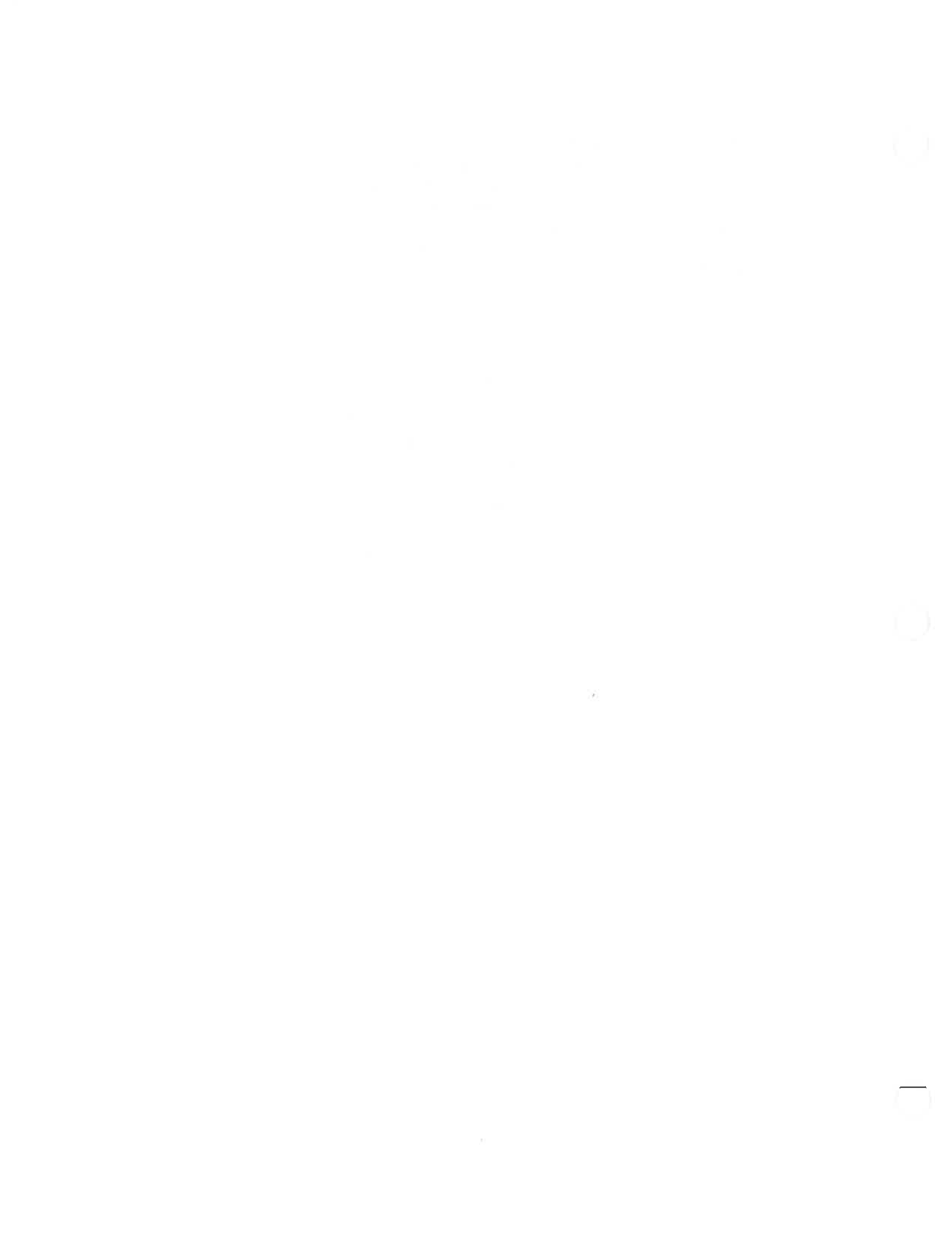


avenues exist for committees to communicate with members and others about work in progress or completed work. *Journal of Youth Services in Libraries/JOYS* goes to ALSC and YALSA members and general subscribers. The *ALSC Newsletter* goes to all ALSC members. Both welcome submission of items about committee work in progress, invitations for specific contributions by members to the work of committees, announcements of programs, publications, etc. Submit items directly to editors.

Journal and Newsletter deadlines vary each volume year. Please check with the staff.

Copy should be typed, double-spaced, and submitted with diskettes if possible.

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.



H. 2.

**ALA AWARD RECIPIENT  
MEDIA PROFILE**

Full name of recipient: \_\_\_\_\_

Full title and description of award: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sponsoring unit/committee: \_\_\_\_\_

Prize awarded (citation, scholarship, cash award, etc.) \_\_\_\_\_

\_\_\_\_\_

Donor of prize: \_\_\_\_\_

Date/time/place to be awarded: \_\_\_\_\_

\_\_\_\_\_

Chair of unit/committee making presentation: \_\_\_\_\_

\_\_\_\_\_

Quote from chair on why recipient was chosen: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief description of winning project/publication, if appropriate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

page/2

Education/professional background of recipient relating to award (please be specific, including dates):

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Relevant publications/other prizes and honors: \_\_\_\_\_

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Suggested papers/journals (with addresses) to receive release (include hometown papers, alumni newsletters, etc.):

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Please attach any background materials you feel may be helpful, including text of citation if applicable. Also, attach additional sheets, if necessary, to answer any of the above.

**RETURN THIS FORM TO**

Susan Roman, Executive Director  
Association For Library Service To Children  
American Library Association  
50 East Huron Street  
Chicago, Illinois 60611

**NOTE: PLEASE INCLUDE PHOTOS IF AVAILABLE.**

## 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 preconference 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. 37-38 and 41-42 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 each of the following: the executive director; President; Vice President/President-elect; and priority consultant. 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 Conference Meeting. This report summarizes discussion and action at the meetings and describes achievements, problems, and future plans. (See p. 39-40 and 43-45 for Post-Conference Report Form. These are available onsite at the ALSC table in the ALA office area.) One copy is filed with the executive director (in the communications files on the ALSC table) before the chair departs the conference. The President, Vice President/President-elect, and priority consultant also receive a copy. 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 president will notify the chair 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 the Board member and the 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/JOYS*.

## 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 the skills to carry out its charge and its activities. A brief summary of the responsibilities of a committee member is found on pages 6-7. The chair should mail copy of the statement of members' responsibilities to each new committee member. Members of all ALA and unit committees 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 Meeting or Annual Conference) without an acceptable explanation constitutes grounds for the chair to request that the president 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 Meeting 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, if 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.

B. Leadership Transition/Archival Responsibilities. Outgoing chairs should be notified of their successors. Plan time to meet with the new chair at the Annual Conference. Current files and those historical items necessary for perspective should be given to the new chair; other files should be sent to the ALSC office for the archives. Items which are repetitive in nature (e.g., multiple copies of form letters) should be weeded.

## **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 to 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. **Responsibilities and Obligations**

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 recommendations 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)

page/2

Does the work of this group have a close relationship to the work of ALA? (Please answer in detail showing a 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  
Association for Library Service to Children  
American Library Association  
50 East Huron St.  
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 IX (see p. 55). 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.

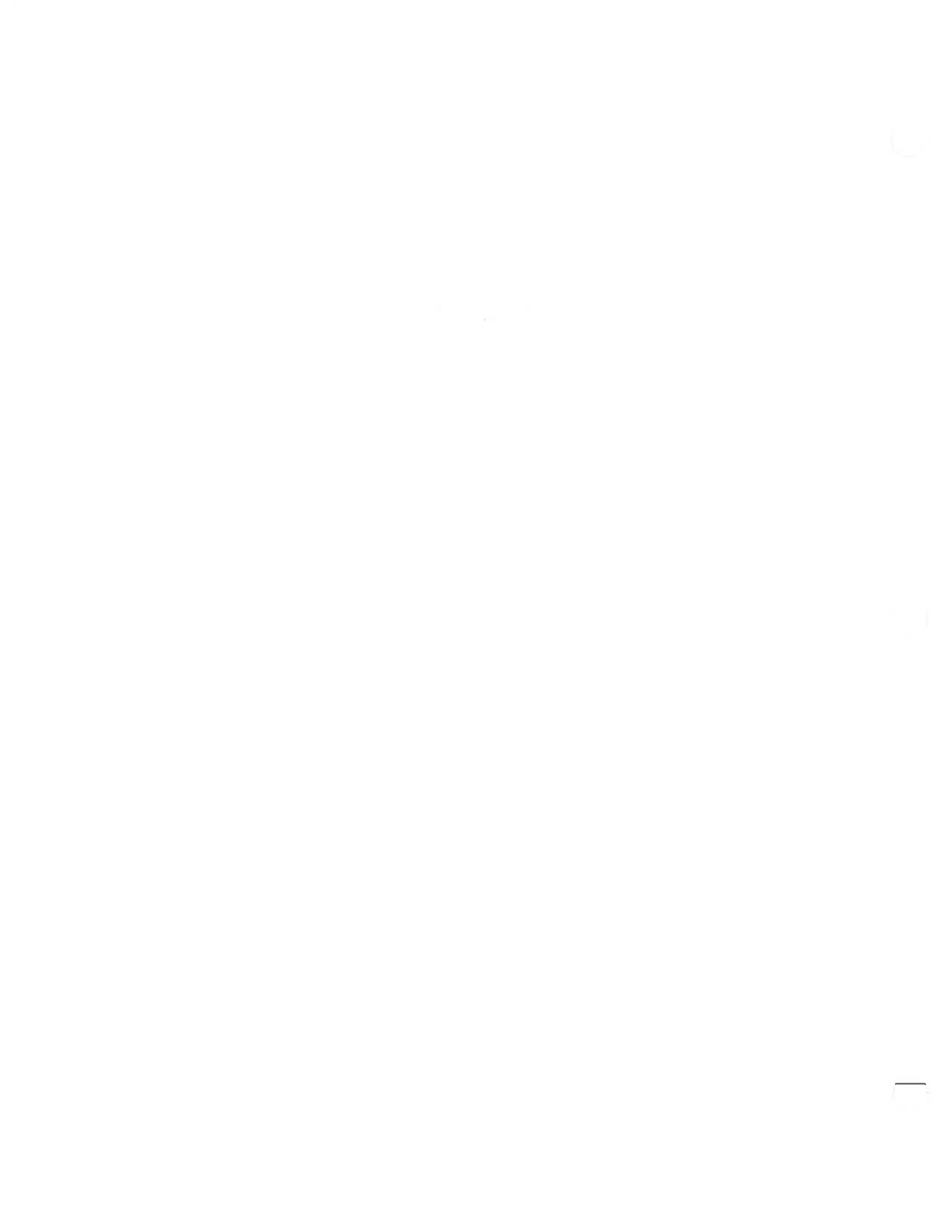
A small amount of money (currently \$25) is provided annually, (see budget procedures), in the ALSC budget for each discussion group coordinator. This amount is to cover the cost of the occasional correspondence with the ALSC office, president and conference office. It may be used for duplicating the agenda 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/JOYS* 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/JOYS* 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; and**
- **submitting request for payment forms for expenses up to the amount budgeted.**

**VIII. FORMS**





A.

**ALSC COMMITTEE CHAIR SPECIAL REQUEST FOR ADDITIONAL COMMITTEE BUDGET**

NAME OF ALSC COMMITTEE/DISCUSSION GROUP: \_\_\_\_\_

CHAIRPERSON \_\_\_\_\_ DATE \_\_\_\_\_

A. **CURRENT ANNUAL BUDGET**

- |    |  |          |
|----|--|----------|
| 1. | Priority Consultant  | \$ 25.00 |
| 2. | Discussion Group   | \$ 25.00 |
| 3. | Standing Committee   | \$ 50.00 |
| 4. | Media Evaluation Committee                                       | \$250.00 |
| 5. | Liaison to National Organizations<br>Serving the Child Committee | \$250.00 |

These monies can be spread to cover postage, phone, and duplicating expenses up to the allocated amount and will be reimbursed with proper documentation (Section IV, Paragraph B).

B. **SPECIAL REQUEST FOR ADDITIONAL FUNDS FOR NEXT FISCAL YEAR**

Requests for any additional funds will be determined on a case by case basis by the Planning and Budget Committee.

Amount Requested \$ \_\_\_\_\_

Reason:

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Submit: one copy to your priority consultant;  
one copy to Planning and Budget Chair;  
one copy to Executive Director by December 1.

B.

**REQUEST FOR REIMBURSEMENT**

DATE:

TO: Executive Director, ALSC

FROM:

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

Purpose:

Itemized Expenses:  
(Attach Original Receipts)

Submitted by: \_\_\_\_\_

Pay to: \_\_\_\_\_

Address: \_\_\_\_\_

**FOR ALSC OFFICE USE ONLY**

**Budget Authority**

Dept. Number	Program Purpose	Activity Number	Expense Number	Amount
				\$ _____
				_____
				_____
			<b>TOTAL:</b>	\$ _____

FUND

UNIT NO.

LINE ITEM

PROJECT NO.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C.

**REQUEST FOR AN ALSC CONFERENCE PROGRAM**

Submit this request form to the vice-president and ALSC program officer 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:  
\_\_\_\_\_

page/2

9. Name of program director \_\_\_\_\_

10. Estimated program costs:

Speakers 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. 1.

**COMMITTEE REPORTS**

**ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN**

**COMMITTEE REPORT FORM #1 - PRE-MIDWINTER MEETING 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:

TASKS ACCOMPLISHED SINCE ANNUAL CONFERENCE:

page/2

**PLANS FOR MIDWINTER MEETINGS:**

**DO YOU WISH TO APPEAR BEFORE THE BOARD AT MIDWINTER? \_\_\_\_\_**

**IF SO, PLEASE INDICATE PREFERRED DATE:**

- \_\_\_ 1<sup>st</sup> Session
- \_\_\_ 2<sup>nd</sup> Session
- \_\_\_ 3<sup>rd</sup> Session

**NOTE:** Submit one copy of this form to the following individuals: your Priority Consultant, ALSC Executive Director, President, and Vice President/President-elect. Retain one copy to share with your committee members.

**Report due DECEMBER 1.**

D. 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):

page/2

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

**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. Also submit one copy of this form to the following individuals: your Priority Consultant, President, and Vice President/President-elect. Retain one copy to share with your committee members.**



D. 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:

page/2

**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 ALSC OFFICE BY JUNE 5.**

**NOTE:** Submit one copy of this form to the following individuals: your Priority Consultant, ALSC Executive Director, President, and Vice President/President-elect. Retain one copy to share with your committee members.

D. 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):

page/2

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?

(Continued)

**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 ALSA 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. Also, submit one copy of this form to the following individuals: your Priority Consultant, President, and Vice President/President-elect. Retain one copy to share with your committee members.



E. 1.

**ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN**

**COMPUTER SOFTWARE INFORMATION VERIFICATION FORM**

SOFTWARE TITLE \_\_\_\_\_

SERIES TITLE (If applicable) \_\_\_\_\_

PRODUCER \_\_\_\_\_

DISTRIBUTOR AND ADDRESS(For Ordering Information) \_\_\_\_\_

SYSTEM REQUIREMENTS \_\_\_\_\_

DISKS REQUIRED \_\_\_\_\_ MEMORY \_\_\_\_\_ K \_\_\_\_\_

PERIPHERALS REQUIRED \_\_\_\_\_

PRICE \_\_\_\_\_

IS PREVIEW AVAILABLE? \_\_\_\_\_

NAME OF PERSON COMPLETING FORM \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PLEASE RETURN THIS FORM TO:

EXECUTIVE DIRECTOR  
ALSC/ALA  
50 E. HURON STREET  
CHICAGO, IL 60611  
(312) 280-2163  
FAX: (312) 944-7671

E. 2.

**ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN**

**VIDEO INFORMATION VERIFICATION FORM**

VIDEO 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 \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PLEASE RETURN THIS FORM BY FEBRUARY 15, TO

EXECUTIVE DIRECTOR  
ALSC/ALA  
50 E. HURON STREET  
CHICAGO, IL 60611  
(312) 280-2164  
FAX (312) 944-7671



E. 3.

**ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN**  
**RECORDING INFORMATION VERIFICATION FORM**

TITLE \_\_\_\_\_

SERIES TITLE (IF APPLICABLE) \_\_\_\_\_

RECORDING LABEL \_\_\_\_\_

READER/PERFORMER \_\_\_\_\_

AUTHOR/COMPOSER \_\_\_\_\_

U.S. DISTRIBUTOR AND ADDRESS (FOR ORDERING INFORMATION) \_\_\_\_\_

\_\_\_\_\_

RELEASE DATE \_\_\_\_\_

LENGTH IN MINUTES \_\_\_\_\_

PHONODISC ORDER NUMBER \_\_\_\_\_ PHONODISC PRICE \_\_\_\_\_

CASSETTE ORDER NUMBER \_\_\_\_\_ CASSETTE PRICE \_\_\_\_\_

COMPACT DISC ORDER NUMBER \_\_\_\_\_ COMPACT DISC PRICE \_\_\_\_\_

IS PREVIEW AVAILABLE? \_\_\_\_\_

OTHER INFORMATION \_\_\_\_\_

NAME OF PERSON COMPLETING FORM \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

THIS FORM MAY BE DUPLICATED

PLEASE COMPLETE ONE FORM FOR EACH ITEM SUBMITTED AND RETURN TO:

EXECUTIVE DIRECTOR  
ALSC/ALA  
50 E. Huron Street  
Chicago, IL 60611  
(312) 280-2164



F. 1.

**ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN**

**PRIORITY GROUP CONSULTANT FORM #1 - PRE-MIDWINTER MEETING  
REPORT**

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

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

COMMITTEES WITHIN THE PRIORITY GROUP

CHAIRS

CORRESPONDENCE SINCE ANNUAL CONFERENCE:

RECOMMENDATIONS/PROBLEM ALERT:

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

F 2.

**ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN**

**PRIORITY GROUP CONSULTANT FORM #2 - POST-MIDWINTER MEETING  
REPORT**

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

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

COMMITTEES CONTACTED DURING CONFERENCE:

COMMITTEES NOT CONTACTED:

PROCEDURAL OR ORGANIZATIONAL CONCERNS ABOUT COMMITTEE:

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

ADDITIONAL COMMENTS:

NOTE: Submit one copy of this form to the following individuals: ALSC  
Executive Director, President, and Vice President/President-elect.

F 3.

**ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN**

**PRIORITY GROUP CONSULTANT FORM #3 - PRE-ANNUAL CONFERENCE  
REPORT**

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

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

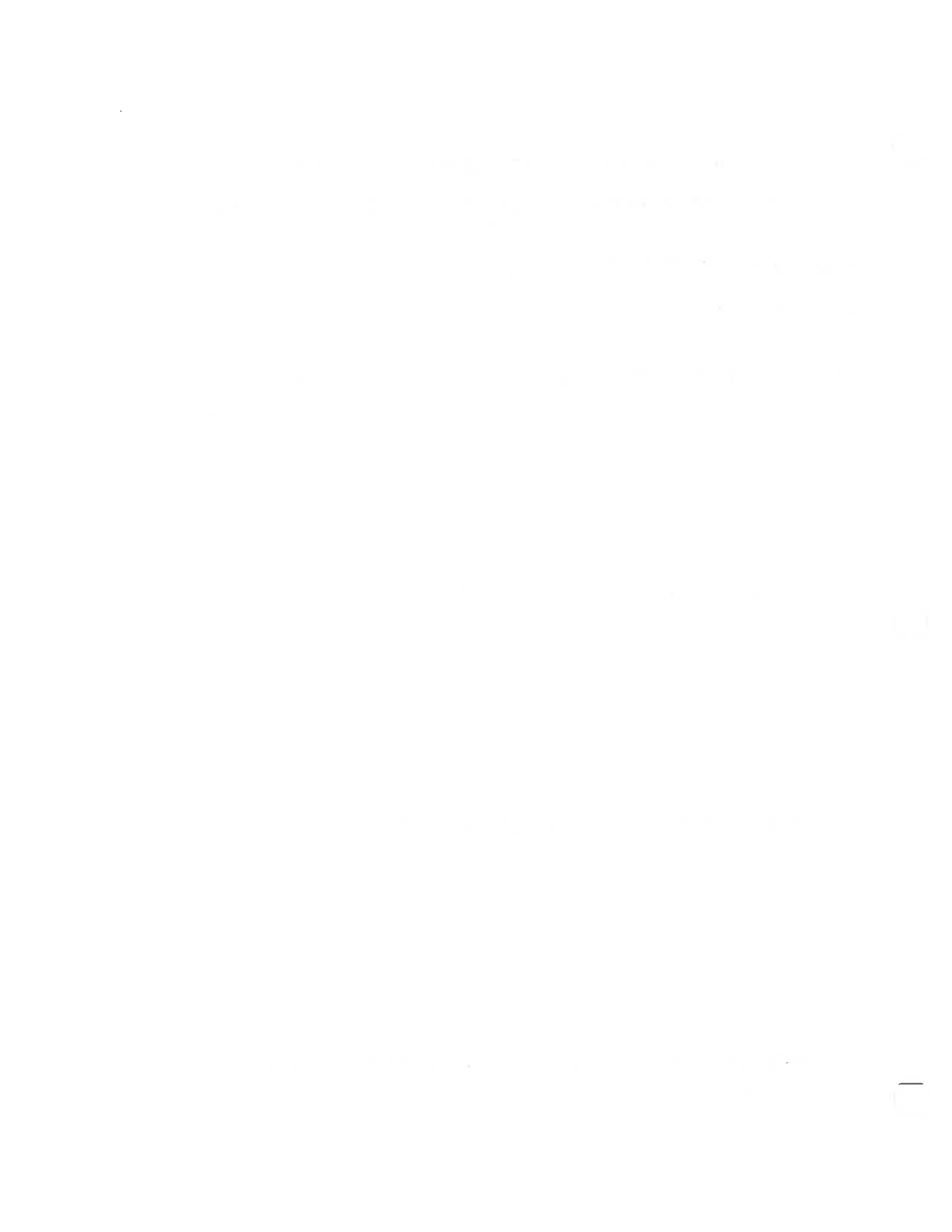
COMMITTEES WITHIN THE PRIORITY GROUP

CHAIRS

CORRESPONDENCE OR CONTACTS SINCE MIDWINTER CONFERENCE:

RECOMMENDATIONS/CONCERNS/PROBLEM ALERT:

NOTE: Submit two copies of this form to the ALSC office six weeks prior to Annual Conference.



F. 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:

page/2

**FOLLOW-UP PLANNED:**

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

**ADDITIONAL COMMENTS:**

**NOTE: Submit one copy of this form to the following individuals: ALSC Executive  
Director, President, and Vice-President/President-elect.**



G.

**ALSC NOMINEE SUGGESTION FORM**

**Send to:** ALSC Nominating Chair, ALSC, 50 E. Huron St., Chicago, IL 60611.

**Deadline:** May 1

**Check one:**

- ALSC Vice-President/President-elect
- ALSC Board of Directors
- Caldecott Award Committee Chair
- Newbery Award Committee Chair
- Caldecott Award Committee Member
- Newbery Award Committee Member

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:

\_\_\_\_\_

**Nominee Information:**

**Name:** \_\_\_\_\_

**Present Position:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Is this person a member of ALSC?  Yes  No  Don't know

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

\_\_\_\_\_

**Nominee's participation in state, regional, and 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 Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**\*\*\*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.\*\*\***

H.

**ALSC MENTEE MEMBER  
APPLICATION  
(TO BE FILLED OUT BY COMMITTEE CHAIR)**

NAME

INSTITUTION

STREET ADDRESS

CITY

STATE

ZIP

PHONE

WORK

HOME (OPTIONAL)

FAX

EMAIL

COMMITTEE NAME

COMMITTEE CHAIR

PLEASE INITIAL THE FOLLOWING STATEMENTS:  
CANDIDATE HAVE BEEN CONTACTED BY COMMITTEE

CANDIDATE HAS AGREED TO ACCEPT COMMITTEE APPOINTMENT AND TO JOIN  
ALSC

THE COMMITTEE REQUESTS APPOINTMENT OF CANDIDATE

PLEASE SEND THIS FORM TO THE ALSC OFFICE:  
ALA-ALSC  
50 EAST HURON ST.  
CHICAGO, IL 60611-2795

I.

**Sample News Release**

**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 **N E W S R E L E A S E** form)

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

**FOR IMMEDIATE RELEASE**

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

(your name), (position), (library) has accepted the invitation of (current ALSC Vice President), President-elect of the for Library Service to Children, a division of the American Library Association, to serve as (position) of (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 60,000-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.

**IX. APPENDIX**

**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, 1993, 1994, 1998

**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(d), 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 president.

(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 president.

**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 whose terms begin at the end of Annual Conference 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) Appointments of all committee members whose terms begin at the end of the Midwinter Meeting shall be made by the president for a period not to exceed two years.

Members may be appointed for a second but not a third consecutive term.

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

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

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

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

(g) 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 president.

## **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) members for one (1) Laura Ingalls Wilder Award Committee member-at-large beginning with the 2001 election and every two years thereafter; two (2) candidates for Newbery Awards Committee chairperson; two (2) candidates for Caldecott Awards Committee chairperson; two (2) candidates for Laura Ingalls Wilder Award Committee chairperson beginning with the 2001 election and every two years thereafter; 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**

The Standard Code of Parliamentary Procedure, by Alice Sturgis (McGraw-Hill), 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.

## **APPENDIX B.**

### **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.

Page Two

- 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.

## **APPENDIX C.**

### **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.

Page 2

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.



## **Appendix D.**

### **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

## APPENDIX E.

### GUIDELINES FOR PUBLICATIONS

#### Types of Publications

- Brochure
- Article to *Journal of Youth Services in Libraries/JOYS*
- 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 PUBLICATION 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 GOALS AND OBJECTIVES FOR THE NEW MILLENNIUM**

### **Goal 1. To become an effective advocate for children within the American Library Association, and to enable members to become effective child advocates in their local communities.**

- Objective 1. ALSC will ensure that children are active participants with full access to all emerging information technologies by working cooperatively with other divisions and offices within ALA, such as LITA and OITP.
- Objective 2. In cooperation with other ALA units and divisions, ALSC will ensure that policies relating to children's library use uphold the Library Bill of Rights.
- Objective 3. ALSC will identify and focus on issues facing children, such as literacy, changing family demographics, multicultural equity, and economic issues, to create strategies to address their implications for library service to children.
- Objective 4. ALSC will strengthen its partnerships with other child advocacy groups and pursue liaisons with new partners to advance the cause of children and families.

### **Goal 2. To promote research in the area of library service to children.**

- Objective 1. ALSC will support research efforts related to library service to children by disseminating findings and research progress reports.
- Objective 2. ALSC will cooperate with YALSA to promote the collection of output measures related to youth services.

### **Goal 3. To promote, strengthen and support the profession of library service to children.**

- Objective 1. ALSC will collaborate and cooperate with ALA divisions and others to:
- a. Promote recognition of the expertise of children's librarians within and outside the Association. At least one activity, such as the Library Head Start-Museum Partnership, will occur each year through 2000.
  - b. Provide continuing education to children's librarians through conference programs, regional and national institutes, and pre-conferences. At least one national institute and two annual continuing education activities will occur by 2000.
  - c. Advocate for the passage of key legislation affecting children, such as the *Omnibus Children and Youth Literacy through Libraries Initiative*, and the proposed *Library Services and Technology Act*.
- Objective 2. ALSC will emphasize career opportunities, pay and advancement equity, and achieving a pluralistic work force. At least one activity will support this objective each year through 2000.
- Objective 3. ALSC will provide mentoring and role modeling opportunities for new youth-services librarians, such as encouraging division members to contact first time ALSC members in their geographic areas, and appointing new members to committees.

**Goal 4.      To promote, strengthen and support education for children's librarians**

- Objective 1.      ALSC will advocate for education in the field of library service to children through contact with graduate institutions.
- Objective 2.      ALSC will promote training based on Competencies for Librarians serving Children in Public Libraries by producing a competency based training manual and through other activities.
- Objective 3.      ALSC members will recruit the best and brightest to the profession by encouraging a rich pool of candidates for ALSC's four scholarships.

**Goal 5.      To strengthen the division through planning and membership development.**

- Objective 1.      ALSC will develop strategies to promote the visibility of the division. At least one activity, such as the Library-Head Start-Museum Partnership and Born to Read, will be implemented each year through 2000.
- Objective 2.      ALSC will review this document annually, formally soliciting membership input at least every five years.
- Objective 3.      ALSC will actively engage in recruitment activities to attract new members.
- Objective 4.      ALSC will promote the Retired Continuing Member category consistent with the guidelines for ALA Continuing Member.

**Goal 6.      To maintain a sound financial base for the division.**

- Objective 1.      The ALSC Executive Director, in concert with division members, will seek new funding to increase the net worth of the Division.
- Objective 2.      ALSC will continue revenue enhancement activities, such as the sale of award seals and division Publications, and preconferences.
- Objective 3.      ALSC will seek opportunities for individuals and organizations to become division supporters through financial or in-kind contributions to ALSC.
- Objective 4.      ALSC will review the division's financial plan annually.
- Objective 5.      ALSC will review its committees' activities annually.

During the Midwinter Meeting in San Antonio, January 1992, the Board of Directors adopted a document *ALSC Goals and Objectives for the 90's*. This document was reviewed annually and revised as necessary. This new revision incorporates suggestions made by Board members in February 1995, by the ALSC Executive Committee at its Spring 1995 meeting, and the ALSC Planning and Budget Committee and was approved by the ALSC Board at the 1995 Annual Conference.

## Appendix H.

### FACT SHEET

Contact: Public Information Office  
312-280-5043/5042  
pio@ala.org

## What to do when the media calls

Note: Media calls received by staff should be directed to the press officer in the ALA Public Information Office (PIO) to be screened. The press officer will send background materials and determine who is the most appropriate spokesperson. If you are, in fact, the appropriate spokesperson, answer the reporter's questions following the tips below. Be sure to fill out a Media Contact Form and send to PIO. If you have questions or need additional information or counsel, please contact the Public Information Office.

- Ask questions. Determine the name of the publication or station. 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. Refer them to the ALA Public Information Office or other sources of information.
- Take time to prepare. If a reporter catches you unprepared, say you are in the middle of something and offer to get back to him or her within the hour.
- If it is a radio interview, be sure to ask if the interview is live or taped, whether there will be call-ins or another speaker (possibly speaking in opposition). Also, remember that you can have notes in front of you. Nobody has to know.
- Be clear about whose position you are representing -- yourself, your library or the American Library Association. You may want to check the ALA handbook for a policy statement or request copies of fact sheets from the Public Information Office (PIO) on a variety of topics.
- Know your key message. What is the most important point you want the reporter to convey to the audience? Use every interview as an opportunity to deliver a key message about libraries -- *and* librarians. Sample key messages are available from PIO.
- Be prepared to answer the standard "Who-What-When-Where-Why and How" questions. Have supporting facts and examples available. PIO has background information on a wide range of issues.
- Don't try to answer a question you don't understand. Ask the reporter to repeat or rephrase it.

## What to do when the media calls/page 2

- Keep your answers simple and brief. This is even more important with broadcast media when you may have less than 20 seconds to answer. Too much information can overwhelm the reporter, the reader or the audience -- and it may keep you from being quoted.
- Beware of manipulation. Some reporters may ask leading questions, something like "Wouldn't you say...?" followed by an idea for your agreement. Make your own statement.
- Think before you speak. Never repeat a negative phrase or comment.
- Never say, "No comment." "I'm sorry I can't answer that" or "I'm sorry I don't know" are legitimate answers. Reporters do not want inaccurate information. Tell them you will obtain the information and be sure to get back to them.
- Remember that there is no such thing as "off the record." Anything you say—even if not part of the "official" interview—may be used by a reporter.



## Appendix I

### Mission & ALA Goal 2000

#### Who We Are

The American Library Association (ALA) is the voice for America's libraries. For more than a century, ALA has provided leadership in defending intellectual freedom and promoting the highest quality library and information services. Its 57,000 members are primarily librarians but also include trustees, publishers, vendors, and other friends of libraries. ALA is a 501(c)3 charitable and educational organization.

#### 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.

#### Vision: ALA Goal 2000—Intellectual Participation

Building on the mission, ALA Goal 2000 was adopted in January 1995 by ALA's governing council as a five-year initiative to position the Association, libraries, and librarians for the 21st century. Goal 2000 envisioned that by the year 2000 ALA will have achieved the following:

1. ALA will be accepted by the public as a voice and source of support for the participation of people of all ages and circumstances in a free and open information society.
2. ALA will be an active formal participant in various national arenas discussing and deciding aspects of the information society that affect libraries and their publics.
3. ALA will have identified and will be in collaboration with other organizations and groups working for broader public participation in the development of information society issues.
4. ALA will have created a vision statement for broad distribution defining its position and role within the emerging information environment.
5. ALA will have an expanded Washington Office with greatly increased ability to learn about, analyze, share information about and shape important national information issues in addition to tracking traditional library issues.
6. ALA will have completed a five-year thematic cycle that has framed the advancement of these issues and coordinated the support of all areas of the Association in preparation for the 21st century.
7. ALA will have provided training and support to library professionals and members of the public to create an awareness of the variety of social and technical issues related to the information society and to provide the necessary background for promoting further dialogue at the local level.
8. ALA will have reviewed and adjusted its internal operations as a means of assisting all divisions and units in carrying out the new focus as appropriate to their sphere.
9. ALA will have redefined library information education and provided five years of training for professionals to update their skills for the new information age.

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Source: *New Visions: Beyond ALA Goal 2000—Charting a Strategic Path to the 21<sup>st</sup> Century, Discussion Guide* (Working Document—12/15/98)



