



Association for Library Service to Children

HANDBOOK OF ORGANIZATION

American Library Association

Association for Library Service to Children

Handbook of Organization

-Revised September 2008-

Changes in the September 2008 revision:

- Program Coordinating Committee: Updated membership statement to indicate that past chair will stay on for an additional year as ALSC representative to the ALA Conference Planning Coordinating Team (CPCT).
- Friends of ALSC Task Force: Added new task force to PG IV.
- Belpré Questions Task Force: Added new task force to PG VI.
- Added Guidelines for Electronic Communication.
- Belpré Award Selection Committee: Updated function statement to reflect Annual Conference 2008 Board vote to give the award every year, instead of every other year.

Changes in the July 2008 revision:

- Award Eligibility Task Force: Removed entry; task completed.
- Early Literacy Task Force: Removed entry; task completed.
- Nominating Committee: Reinstated line in membership statement regarding the immediate past-president's service on this committee; incorrectly deleted in the May revision.

Changes in the May 2008 revision:

- Bylaws, Article X, Sec. 1: Revised the text to reflect the changes adopted by membership vote to change membership of the committee from 3 to 4 members and that members may serve more than one term but no more than three times and not more than once, except for chairs, who may serve a chair term within five years of a term as a member of this committee.
- Bylaws, Article VIII, Sec. 2: Revised the text to reflect the changes adopted by membership vote to enable the ALSC President to appoint the Newbery, Caldecott, Sibert, and Wilder Award Committees Chairs and reducing the number of appointed members by one and thereby increasing the number of members elected by the membership for each committee by one (maintaining the current overall committee size).
- Bylaws, Article X, Sec. 2: Revised the text to reflect the change in the number of candidates to appear on the slate as determined by the changes adopted by membership vote for Article VIII, Sec. 2 during the ALSC 2008 election.
- ALSC/Tandem Library Books Literature Program Award: The committee has been discontinued.

ALSC Handbook of Organization

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Introduction

This manual has been prepared to serve as a guide to the Board of Directors, the Priority Group Consultants, and the Committees of the Association for Library Service to Children in the performance of their duties and responsibilities.

It includes the Bylaws of the Association and describes the general responsibilities, activities, and composition of priority groups and committees.

The procedures described are consistent with those in effect at ALA Headquarters, and in some cases are dictated by overall ALA policies.

It is the responsibility of the ALSC Executive Director and staff to see that the procedures set forth in this manual are kept up-to-date and in accord with ALA procedures and policy. Revision will be sent periodically and should be inserted.

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, 2002, 2005, 2007, 2008.

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 develops and supports the profession of children's librarianship by enabling and encouraging its practitioners to provide the best library service to our nation's children.

The Association for Library Service to Children is interested in the improvement and extension of library services to children in all types of libraries. It is responsible for the evaluation and selection of book and non-book library materials and for the improvement of techniques of library service to children from preschool through the eighth grade of junior high school age, when such materials and techniques are intended for use in more than one type of library. ALSC has specific responsibility for:

1. Continuous study and critical review of activities assigned to the division.
2. Conduct of activities and carrying on of projects within its area 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 children, to parents, teachers, and other adults, and representation of librarians' 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 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.
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; the fiscal officer; 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 the presentation to the ALA Committee on Program Evaluation and Support all budget requests for projects and activities planned by ALSC, its committees, or the 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 X, Sec. 2.

ARTICLE V Officers and Duties

Sec. 1. The officers shall be president, a vice-president who shall also be president-elect, a fiscal officer; and an executive director. The vice-president (president-elect) shall be elected annually. The fiscal officer shall be elected beginning in 2006 and every third year thereafter for a term of three years. The executive director shall be appointed by the Executive Director of the American Library Association with the approval of the ALA Executive Board and the concurrence of the Board of Directors of ALSC.

Sec. 2. The president, vice-president (president-elect), fiscal officer, 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. In the event that the office of fiscal officer 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 fiscal officer for the remaining of the three-year term.

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, a fiscal officer, 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.

Sec. 5. The fiscal officer shall oversee and track the budget, attend BARC/PBA meetings, and serve as a liaison between ALSC and ALA on financial matters.

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, the Caldecott Award Committee, the Sibert Award Committee, and the Wilder Award Committee:

- a) The Newbery Award Committee shall consist of the following fifteen (15) members: Eight (8) members to be elected annually from a slate of no fewer than sixteen (16), a chairperson appointed by the president, and six (6) members appointed by the president.

- b) The Caldecott Award Committee shall consist of the following fifteen (15) members: Eight (8) members to be elected annually from a slate of no fewer than sixteen (16), a chairperson appointed by the president, and six (6) members appointed by the president.
- c) The Sibert Award Committee shall consist of the following nine (9) members: Five (5) members to be elected annually from a slate of no fewer than ten (10), a chairperson appointed by the president, and three (3) members appointed by the president.
- d) The Wilder Award Committee shall consist of the following five (5) members: Three (3) members to be elected every other year from a slate of no fewer than six (6), a chairperson appointed by the president, and one (1) member appointed by the president.
- e) No individual may serve on either Caldecott, Newbery, or Sibert Award Committees more often than once every five years. This guideline will apply to Caldecott, Newbery, and Sibert Award Committees only. This guideline will not apply to the selection of nominees for Chair. This guideline will not apply to other ALSC prestigious award committees.

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 ALA Annual 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, Caldecott, and Sibert 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 chairpersons 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. No later than the Midwinter Meeting of the American Library Association, the ALSC Vice President/President-Elect appoints a Nominating Committee of four members plus the chair to select candidates for election the following year. No member of the Board of Directors shall be appointed to this committee. Members may serve more than once on the Nominating Committee, but not more than three times, and not more than once in five years, except for chairs, who may serve a chair term within five years of a term as a member of 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; two (2) candidates for fiscal officer in appropriate years; sixteen (16) candidates for eight (8) Newbery Awards Committee members-at-large; sixteen (16) members for eight (8) Caldecott Awards Committee members-at-large; ten (10) candidates for five (5) Sibert committee members-at-large; six (6) candidates for three(3) Laura Ingalls Wilder Award Committee members-at-large every other year; and candidates to fill vacancies as approved in Article IV, Sec. 3 and Article V, Sec. 3 of these Bylaws. The Nominating Committee will report the slate of candidates to the ALSC Executive Committee in writing by October 1, for the Fall Division Leadership Meeting in the year of the Nominating Committee's 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 or electronic 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 or electronically 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.

Field of Responsibility Statement

ADOPTED BY ALA COUNCIL

The Association for Library Service to Children is interested in the improvement and extension of library service to children in all types of libraries. It 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 of junior high school age, when such materials and techniques are intended for use in more than one type of library. ALSC has specific responsibility for:

1. Continuous study and critical review of activities assigned to the division.
2. Conduct of activities and carrying on of projects within its area 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 children, to parents, teachers, and other adults, and representation of librarians' 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 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.
7. Development, evaluation, and promotion of professional materials in its area of responsibility.

General Information

The annual ALA Handbook of Organization (published in November) is the best source of information on ALA and its divisions. It is sent automatically to all ALA members. The ALA Membership Directory is available on line at <http://www.ala.org>; click on "Our Association," then scroll down to the bottom of the list of links on the left side of the page to access it.

ALA activities operate on the basis of three different calendars:

- 1) Membership in ALA is effective for one year, or twelve full months, starting when the membership application has been processed. Membership in ALA lapses and membership periodicals are discontinued when dues are still unpaid after three months past the renewal anniversary date.
- 2) Terms of office begin on the day following the completion of the annual conference (known as the conference year). This applies to elected and appointed officers and committee chairpersons and members of committees.*

* ALSC exceptions:

Children and Libraries Editorial Advisory Committee, Newbery Awards Committee, Batchelder Awards Committee, Belpré Awards Committee, Caldecott Awards Committee, Geisel Awards Committee, Great Web Sites Committee, Nominating Committee, Notable Children's Books, Videos, Recordings, Computer Software Committees, Sibert Awards Committee, and Wilder Award Committee.

Headquarters Service

The office is maintained by ALSC and ALA to be of as much service as possible to the officers and members of the division. The ALSC Executive Director, who acts as Headquarters specialist and liaison in all matters falling within the responsibility of the division, is responsible to the ALA Executive Director. Divisional executive directors have the dual responsibilities of operating their own offices and serving as ALA staff members.

Stationery for official business will be supplied to the division officers and the committee chairpersons upon request. If funds are provided in the current divisional budget for the activity, duplicating may be requested.

The ALSC office handles the correspondence for division committee appointments for the vice-president/president-elect.

ALA Headquarters is responsible for printing all ballots and biographical material and for mailing them to the membership. All returned division ballots are counted by the ALA Elections Committee at Headquarters. The ALSC Executive Director notifies the candidates of the election returns.

Schedules for meetings at the Annual Conference and Midwinter meeting are prepared by the ALA Conference Services Office with the cooperation of each executive director for divisional board and program meetings. The Conference Office maintains a current file of committee chairpersons and notifies them as to the procedures for scheduling committee meetings.

All publicity is handled through ALA's Public Information Office (PIO). Drafts of press releases should be sent to the ALSC Executive Director for transmittal to ALA/PIO.

ALSCConnect

ALSCConnect is the official newsletter of the Association for Library Service to Children. In September 2007, print publication ceased and the newsletter became electronic-only.

Deadlines:

September issue	post Annual Conference
December issue	early October
March issue	post Midwinter Meeting
June issue	end March

Publication was suspended in May 1981 and resumed on a semi-annual basis in December 1982. Volumes 13 & 14 consisted of three issues and beginning with Volume 15, it has been a quarterly.

Policies and Procedures

SECTION I—Policy

A. Statement of Purpose

ALSCConnect is the official newsletter of the Association for Library Service to Children. *ALSCConnect* primarily serves as a vehicle for membership information about the association and provides members the opportunity to exchange ideas, views, and opinions.

B. Content

Material normally takes the form of brief reports, news items, and announcements.

C. Scope

ALSCConnect is a vehicle for brief, current information, contains Board actions, program news, committee news, ALSC Office notes, conference announcements, and an idea exchange column.

D. Copyright

All material in *ALSCConnect* is subject to copyright by ALA and may be photocopied for the noncommercial purpose of educational or scientific advancement.

E. Editorial Responsibility

The editor has the final responsibility for the content of *ALSCConnect* within the parameters of ALA and ALSC policies.* Because *ALSCConnect* is an official organ of ALSC, the editor has particular responsibility to convey to the members full and accurate information about the activities, purpose, and goals of the association. The editor must assume an obligation to represent the best interests of the association fairly and as fully as possible within the scope of *ALSCConnect* and with due regard to the editor's prerogatives in producing a balanced and readable publication.

* ALA policies may be found in the ALA "Position Statement and Policies and Procedures" Manual, available on line at <http://www.ala.org/ala/ourassociation/governingdocs/policymanual/policymanual.htm>.

F. Advertising

ALSCConnect will contain no paid advertisements.

SECTION II—Personnel

A. Editor: The editor of *ALSCConnect* shall:

1. Assume final authority for content of each issue of *ALSCConnect*
2. Be responsible for copy solicitation, development, and editing.
3. Submit copy to Production Services (PS) in accord with established procedures and schedule.
4. Read and edit galleys and page proofs.
5. Have the option to assign areas of editorial responsibility to others.

B. ALSC Staff: The staff shall:

1. Oversee all aspects of production, distribution, and financial management of *ALSCConnect* within the parameters of ALA and ALSC policies.*
2. Provide information and copy to the editor relative to division activities, programs, etc.

C. Production Services (PS): PS, in consultation with the staff, shall:

1. Submit production budget to the executive director.
2. Establish and maintain contracts with suppliers, typesetters, and printers.
3. Establish the annual production schedule in consultation with editor and executive director.
4. Provide production services, e.g., copyright, copy editing, layout and proofreading, for *ALSCConnect*.
5. Manage distribution of *ALSCConnect*, e.g., postal permits, mailing labels, mailing.

D. ALA Rights and Permissions Office in consultation with the executive director, and in accord with the ALA Rights and Permissions policy, shall handle all requests for permission to reprint from *ALSCConnect*.

Approved by the ALSC Board, Midwinter 1981.
Revised 2005.

* ALA policies may be found in the ALA "Position Statement and Policies and Procedures" Manual, available on line at <http://www.ala.org/ala/ourassociation/governingdocs/policymanual/policymanual.htm>.

Children and Libraries: The Journal of the Association for Library Service to Children

Formerly *Journal of Youth Services in Libraries*

Children and Libraries is the official journal of the Association for Library Service to Children.

Deadlines:

Spring issue	Post Midwinter Meeting
Summer/Fall issue	April 1
Winter issue	August 1

Policies and Procedures

Section I: Children and Libraries: The Journal of the Association for Library Service to Children

Statement of Purpose

Children and Libraries (CAL) is the official journal of the Association for Library Service to Children (ALSC), a division of the American Library Association. The Journal primarily serves as a vehicle for continuing education of librarians working with children, which showcases current scholarly research and practice in library service to children. It also serves as a vehicle for communication to the ALSC membership, spotlighting significant news, activities, and initiatives of the Association.

Content

The text normally takes the form of original articles, bibliographic essays, speeches by award-winning authors, reviews of professional materials, and reports of division programs. The articles may be refereed or solicited by the editor. The division news section is the responsibility of ALSC staff.

CAL, in its responsibility as a vehicle for communication for the membership of ALSC, will contain divisional news, major articles, and other features. Divisional communication may take the form of reports to the membership prepared by the ALSC president and staff, summaries of the action taken by the divisional Board of Directors at the Annual Conference and Midwinter Meetings of the American Library Association, and reports of divisional membership meetings. Major articles may deal with any aspect of library resources and services to children in all types of libraries. Regular features may include editorials, letters to the editor, and guidelines for authors.

Publications Rights

ALA/ALSC holds "right of first refusal" to publish all speeches and papers presented at events sponsored by ALSC except for previously published and copyrighted material. This includes preconference and program events held during the Annual Conferences and/or Midwinter Meetings of ALA as well as any other ALSC institutes, workshops, conferences, or division-sponsored program activities.

Copyright

All material in CAL is subject to copyright by ALA and may be reprinted or photocopied and distributed for the noncommercial purpose of educational or scientific advancement. All such reprints and photocopies must include a credit line attributing the material to ALA and CAL. (Contact the ALA Rights and Permissions Office for specific text to be used in the credit line. See Item E below.)

Editorial Responsibility

The editor has the final responsibility for the content of CAL within the parameters of ALA and ALSC policies. The policies are located in the ALA and ALSC Handbooks. CAL is the official organ of ALSC. The editor assumes an obligation to represent the best interests of the division fairly and as fully as

possible within the scope of the Journal and with due regard to the editor's prerogative for producing a balanced and readable publication. Detailed qualifications, duties, and responsibilities are spelled out in a formal written position description for the editor.

The editor is hired by ALSC as an independent contractor. The annual contract is renewable for up to a three-year term contingent on performance. Editor is eligible for reappointment upon completion of a three-year term.

The Editor will be paid a stipend, determined by ALSC and agreed upon by the editor as outlined in the contract, annually to cover salary and minor editorial-related expenses (i.e., photocopying, communications). An additional stipend of \$600 is available to cover expenses associated with each attendance at the ALA Annual and Midwinter Conferences on official journal business.

Children and Libraries Editorial Advisory Committee

The advisory committee serves to:

Develop editorial policies for *CAL* subject to review and approval by the ALSC Board.

Recommend to the editor individuals to serve as referees, reviewers, and contributors.

Review material submitted for publication upon request of the editor.

Advertising

All advertising is subject to publisher's (ALA and ALSC) approval. Publisher reserves the right to reject advertising. Advertiser and advertising agency assume liability for all content (including text representation and illustrations) of any advertisement printed, and also assume responsibility for any claims resulting from the printed advertisement against the publisher. The publisher assumes no responsibility if, for any reason, it becomes necessary to omit an advertisement.

Section II. Personnel

A. *CAL* Editor

The editor of *CAL* will:

- 1) Assume final authority for content of each issue, except for the division news section.
- 2) Be responsible for manuscript solicitation, management of the referee process in accordance with procedures developed with the editorial advisory committee, and editing.
- 3) Submit copy to ALA Production Services in accordance with established procedures and schedule.
- 4) Read and edit page proofs.
- 5) Serve as an ex-officio member of the *CAL* Editorial Advisory Committee and carry out all remaining duties spelled out in the formal, written position description for the editor.

B. ALSC Executive Director

The executive director of ALSC will:

- 1) Oversee all aspects of production, distribution, and financial management of *CAL* within the parameters of ALA and ALSC policies.
- 2) Serve as business manager and in that capacity will:
- 3) Prepare and submit the budget for review by the appropriate bodies.
- 4) Manage the *CAL* finances.
- 5) Delegate day-to-day responsibilities for *CAL* to an ALSC staff member who will:
 - a) Provide information and copy for the ALSC News Section including ALSC board actions, activities, programs, etc.
 - b) Act as ALSC liaison with *CAL* Editor and ALA Production Services Department
 - c) Arrange for indexing of *CAL*.
 - d) Contract with an advertising manager to represent and sell display advertising for *CAL*.

C. ALA Production Services (ALA/PS)

ALA/PS, in conjunction with the executive director, will:

- 1) Submit production budget to the ALSC staff.
- 2) Establish and maintain contracts with suppliers, typesetters, and printers.
- 3) Establish the annual production schedule in consultation with the editor and ALSC staff.
- 4) File copyright forms received from the division/editor with ALA Rights and Permissions Office, process reprint requests, provide copyediting, page composition, and proofreading for *CAL*.
- 5) Manage distribution of *CAL*, e.g., postal permits, and mailing labels.
- 6) Receive, handle, and proof advertisements.
- 7) Manage advertising revenue and provide regular reports on income, ad pages sold, etc.

D. ALA Customer Service

The office shall record and maintain the subscription records of *CAL*.

E. ALA Rights and Permissions Office

The office, in consultation with ALSC staff, and in accordance with the ALA Rights and Permissions Policy, shall handle all requests for permission to reprint from *CAL*.

Approved by ALSC Board of Directors, April 2004

Duties and Responsibilities

Roles and Responsibilities of Elected Officers

A. President

1. Roles and Responsibilities

The President is the chief elected officer of the division and chairs the Executive Committee and the Board of Directors. S/He oversees that the Bylaws are observed by the officers and members of the Board of Directors and that directives of the Board are executed. S/He recommends to the Board such actions as s/he deems to be in the best interest of the Division.

The President presides at all meetings of the Division, the Board of Directors, and the Executive Committee, is responsible for the continuing program of the Division, and serves as an ex-officio member of all committees, with the exception of the Nominating Committee, without the right to vote, except in the case of a tie.

The President is responsible for appointing committee members or representatives according to the Fall and Spring appointment schedules and when their posts become vacant during his/her year of office, or when new committees and task forces are created.

In October, makes appointments of Arbuthnot Honor Lecture, Batchelder Award, Belpre Award, Caldecott Award, Carnegie Award, *Children and Libraries* Editorial Advisory, Geisel Award, Great Interactive Software for Kids, Great Web Sites, Newbery Award, Nominating, Notable Children's Books, Notable Children's Video, Sibert Award, and Wilder Award Committees.

ALA Conference Program Responsibilities

S/He has responsibility for planning, in consultation with the Deputy Director, the Division's general program meeting for the Annual Conference held during the year of his/her presidency. (ALA Bylaws, Article IV, Section 2[c].)

ALSC Communication Responsibilities

S/He prepares a message to the membership to be published in the summer/fall issue of *Children and Libraries*. S/he prepares an Annual Report, due mid-April, for inclusion in reports to the ALA Council at the Annual Conference. Prepares quarterly column for *ALSCConnect*.

Arranges regularly scheduled calls (usually weekly) with the Executive Director throughout presidency.

2. President's Calendar

<u>Annual Conference</u>	<ul style="list-style-type: none"> • Assumes presidential duties at last ALSC Board meeting.
<u>July</u>	<ul style="list-style-type: none"> • Submits article to Newsletter.
<u>July-August</u>	<ul style="list-style-type: none"> • President might send a communication to the Board now, or at any time, regarding plans for the year or requesting special attention to current projects or problems. • May also send instructions to committee chairpersons for years' program.

<u>September-October</u>	<ul style="list-style-type: none"> • By September 1, sends to the ALSC Executive Director a complete list of fall appointments to ALSC committees based upon committee chairpersons' recommendations, volunteer forms, own knowledge of abilities and possible discussion with ALSC Staff. Invitations to serve are sent by ALSC office. • ALSC staff requests meeting space for Board and Executive Committee meetings, program time slots, Newbery and Caldecott, Priority Group Consultants and Division Leadership meetings at Midwinter and Annual Conferences in consultation with the President. • Prepares agenda for Executive Committee Fall Planning Meeting. • Attends Concurrent Meeting and chairs the Executive Committee Fall Planning Meeting. • Submits article to Newsletter by Mid-October
<u>December</u>	<ul style="list-style-type: none"> • President, Priority Group Consultants and committee chairs receive a schedule of all meetings scheduled for the Division during the Midwinter Meeting.
<u>January</u>	<ul style="list-style-type: none"> • President prepares agenda for Midwinter Board meetings in consultation with the ALSC Executive Director. ALSC office mails agendas, committee reports, and other background material to Board members preceding Midwinter Meeting.
<u>Midwinter Meeting</u>	<ul style="list-style-type: none"> • Tentative approval for ALSC budget and budget priorities for coming year given by ALSC Board. • Plans Board Orientation. • Detailed plans for Division program at Annual Conference are shared with the Board. • Attends Division Presidents' Breakfast. • Attends ALA President's function. • Attends ALA Planning and Budget Assembly and Division Officers' meeting with BARC. • Announcement at Press Conference of winners of the Batchelder, Belpré, Caldecott, Carnegie, Geisel, Newbery, Odyssey, and Wilder awards and the next Arbuthnot lecturer. • Attends key committee meetings. • Attends ALA Candidates' Forum. • Chairs Priority Group Consultants meeting. • Announcement of following awards at Board meeting: Penguin Putnam Books for Young Readers, Distinguished Service, Book Wholesalers, Inc., Bechtel, and Hayes. • Represents ALA on the Today Show if the ALA President elects not to.
<u>February</u>	<ul style="list-style-type: none"> • Submits article for Newsletter two weeks after Midwinter Meeting.
<u>March</u>	<ul style="list-style-type: none"> • Submits article for Newsletter by end of March.
<u>April</u>	<ul style="list-style-type: none"> • Submits written Annual Report for summer/fall issue of <i>Children and Libraries</i> and ALA Council by middle of month.
<u>May</u>	<ul style="list-style-type: none"> • President prepares agenda for Board Meetings at Annual Conference in consultation with ALSC Executive Director • President, in consultation with ALSC Executive Director, prepares agenda for Division Membership Meeting during Annual Conference.
<u>June</u>	<ul style="list-style-type: none"> • Docket for Annual Conference Board meeting, including agenda, committee reports, and other background material, mailed to Board members by ALSC office. • Prepares opening remarks for Newbery/Caldecott Banquet.

<u>June/July</u>	<ul style="list-style-type: none"> • Annual Conference • Presides at all ALSC functions, unless delegated to others. • Attends AASL and YALSA events when invited representing ALSC • Attends Planning and Budget Assembly and Division Officers with BARC meetings, ALA President's function and Division Presidents' Breakfast. • Attends key committee meetings. • Presents gavel to President-Elect at final Board meeting.
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B. Vice-President/President Elect

1. Roles and Responsibilities

The Vice-President is a member of the Executive Board and Board of Directors and serves as the President in the President's absence.

Committee Appointment Responsibilities

At Midwinter, submits to the Board, for approval, suggested names for the Nominating Committee (having previously checked their eligibility and received their agreement to serve).

In the fall, makes appointment of vice-chairs/chairs-elect to the following committees: Children & Technology, Intellectual Freedom, Legislation, Membership, Organization & Bylaws, Budget. These vice-chairs will shadow the current chairs at Midwinter Meeting and Annual Conference, and take office at the end of the Annual Conference.

In March, makes appointment of chairs, committee members and representatives to serve during his/her term as President. Appointment should be completed before Annual Conference, preferable by late May. It is particularly important that the incoming chairpersons be appointed early enough to plan on attending Annual Conference; all new appointees are urged to attend Annual Conference.

ALA Committee Responsibilities

The Vice-President serves automatically on the ALA Committee on Appointments and as a member of the ALA Planning and Budget Assembly.

Since the planning of the Annual Conference taking place during his/her presidency begins with the first Midwinter Meeting after election, the Vice-President begins service on the ALA Annual Conference Program Committee for that conference at the beginning of the committee year (immediately after election as Vice-President).

ALSC Committee Responsibilities

The Vice-President serves as a member of the Executive Committee and the Budget Committee.

Program Development Responsibilities

Plans for the Annual Conference program during the year of presidency are developed during the year of vice-presidency in consultation with committee chairpersons, the ALSC Executive Director, and the Board of Directors.

Committee plans for the programs are due to the Vice-President at Midwinter one and one-half (1½) years before the Annual Conference for which they are proposed. If a President's Program is planned, a program director is selected, in consultation with the Executive Director, and plans for this program should be in the Vice-President's hands by spring, one year preceding the Annual Conference.

At the Annual Conference (at which the Vice-President assumes the presidency), the Vice-President presents program plans to the Board. Final plans and details are then completed in the

late summer and early fall.

2. Vice President/President Elect's Calendar

<u>Annual Conference</u>	<ul style="list-style-type: none"> Attends conference and does as many of the following as possible (immediately after the election): attends ALSC Executive Committee and Board of Directors meetings, ALA Division Presidents' Breakfast (generally Sunday morning), ALSC committee meetings, ALSC programs, ALSC membership meeting. Talks to members, gathers ideas and suggestions for spring committee appointments and conference programs. It would be especially good to talk to possible candidates for the Nominating Committee and Local Arrangements.
<u>September</u>	<ul style="list-style-type: none"> Makes recommendations to ALA President-Elect regarding possible appointments to ALA committees.
<u>September or October</u>	<ul style="list-style-type: none"> Attends a division Vice-Presidents' Leadership workshop in Chicago. Exchanges program ideas with other Vice-Presidents, as well as meets with the Vice-Presidents of AASL and YALSA concerning the questions for Midwinter Candidates' Forum. Attends a weekend ALSC Fall Planning Meeting of ALSC Executive Committee in conjunction with other Divisions' leaders' meeting. During this time, the following items are discussed: current division programs and emerging needs; new program ideas; budgetary needs for next fiscal year; and items on the agenda as determined by the President. Appoints vice chairs/chairs-elect to the following committees: Children & Technology, Intellectual Freedom, Legislation, Membership, Organization & Bylaws, Budget, and Program Coordinating Committee.
<u>October</u>	<ul style="list-style-type: none"> Submits Vice-President's statement to Editor of the Newsletter.
<u>October/November</u>	<ul style="list-style-type: none"> By phone and mail, works with Vice-Presidents of AASL and YALSA to prepare questions and agenda for ALA Candidates' Forum. Finalizes recommendations to ALA President-Elect re: ALA appointment.
<u>Midwinter</u>	<ul style="list-style-type: none"> Submits Nominating Committee recommended appointments to Board for approval. Attends Executive Committee and Budget Committee meetings. Attends key ALSC committee meetings and Priority Group Consultants' meeting. Attends ALA Planning and Budget Assembly, Division Officers meeting with BARC and Division President' Breakfast. Request Board approval for preconferences (if planning one), special programs, etc. Receives committee program requests. Reports to the Board on Conference program plans.
<u>March</u>	<ul style="list-style-type: none"> By March 1, sends to the ALSC Executive Director a complete list of spring appointments to ALSC committees for coming year based upon committee chairpersons' recommendations, volunteer forms, own knowledge of abilities and possible discussion with ALSC staff. Invitations to serve are sent by ALSC office. Submits short message to Editor of Newsletter. Begins to establish regular phone calls with ALSC Executive Director.

<u>April-May</u>	<ul style="list-style-type: none"> • Participates in Spring Executive Committee Conference Call. • Plans Division Leadership Program for Annual Conference. Finalizes program for Annual Conference. Work with ALSC Deputy Director to finalize program for submission to Board at Annual Conference. • Attends Arbuthnot Honor Lecture, if possible.
<u>June/July</u>	<ul style="list-style-type: none"> • Annual Conference • Attends meetings of the ALA Planning and Budget Assembly and BARC/Divisions' Officers Joint Meeting. Finalizes conference programs, in consultation with ALSC Deputy Director. Reports to Board on both these items. • Attends key ALSC committee meetings. Conducts Division Leadership meeting. • Acts as host/hostess at Newbery/Caldecott Banquet. • Accepts gavel at final Board meeting. Seats and welcomes new Board members. • Conducts "New Business" portion of meeting. • Participates in the ALA Inaugural Banquet.
<u>August</u>	<ul style="list-style-type: none"> • Sends at least two photographs to ALSC Executive Director for publicity purposes.
<u>Throughout the Year</u>	<ul style="list-style-type: none"> • Reads ALSC Handbook of Organizational; refers to ALA policy manual as needed. • Chairs meetings and represents the division when asked by the ALSC President. • Clears invitations with President and Executive Director to avoid conflicts in schedule.

C. Past-President

The immediate Past-President serves as a member of the Executive Committee and the Board of Directors, helping to shape policy for the Division and contributing, from the experience as president and knowledge and insight gained, to the future direction and leadership of ALSC.

ALSC Committee Responsibilities

The Past-President serves on the ALSC Budget Committee and attends the ALA Planning and Budget Assembly and the meeting of the Division Officers and BARC.

During Midwinter, the Past-President develops the agenda, in consultation with the Executive Director, and chairs the ALSC Past Presidents' Breakfast.

The Past-President serves as a member of the Executive Committee and on the Nominating Committee, usually as chair.

D. Executive Director

Nature of Work

This is responsible work of an advanced managerial nature in the direction of professional program operations of the American Library Association.

An employee of this class provides headquarters direction to one or more association divisions or offices, or other professional work of comparable responsibility. An employee is expected to provide full staff leadership in supervising employees, maintaining program schedules and budget control, evaluating existing programs and implementing approved new programs, installing modifications in programs and procedures, and relating specific program areas to legislative, economic, socio, and technological trends and actions. All positions in this class involve extended contact with committees, officials, and other individuals, both within and outside the membership of the American Library Association, in advancing the goals of the divisions or offices as well as the overall objectives of the

association. Work requires a professional library background, involving a variety of experiences of increasing responsibility. Work requires a balanced awareness of short and long-range goals, priorities, methods of implementation, and attitudes and objectives of membership and other parties. The work is subject to general administrative supervision, but requires management creativity, initiative, and follow-up for successful job performance.

Illustrative Examples of Work

Provides overall direction for and reviews the work of the programs or offices within the responsibility of the position; supervises and directly participates in continuing and special duties and assignments; works with division officials, roundtables, and other committees and individuals; coordinates meeting, legislative, publication, research, education, accreditation, consultative, and other activities within areas of concern.

Plans, directs, and evaluates the work of subordinate professional, technical, and clerical employees; redistributes work assignments to meet priorities and work schedules; develops budgets; prepares recommendations for fiscal stability and service effectiveness; administers unit budgets.

Develops short- and long-range plans for the improvement of activities within the areas of functional responsibility.

Analyzes and drafts legislation, statements of policy, and organizational memoranda; prepares papers, delivers addresses, and participates in seminars; coordinates conference and workshop arrangements within areas of responsibility.

Provides liaison with individuals, associations, and agencies outside of the Association in areas of common concern.

Performs related work as required.

Illustrative Allocations

One of more executive directorships or program directorships, Accreditation Officer; Director of Office for Intellectual Freedom; Director of Office for Literacy and Outreach Service; Director of Office for Research and Statistics; Office for Human Resource Development and Recruitment and Associate Director of the Washington Office.

Requirements of Work

Graduation from college or university including a master's degree in library science; thorough experience of increasing responsibility in library administration, including experience in the areas of functional assignment or related; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

1. Thorough knowledge of the principles, practices, and techniques of library science.
2. Thorough knowledge of the principles and practices of the areas of library specialization to which assigned.
3. Considerable knowledge of American Library Association organization structure, policies, and programs.
4. Considerable knowledge of the principles and practices of administrative management.
5. Ability to plan, organize, and direct organizational operations and programs in an association setting.

6. Ability to evaluate the condition and timing of existing programs, to recommend and establish objectives and priorities, and to direct the installation of new programs.
7. Ability to adapt and administer the various and oftentimes potentially conflicting interests, viewpoints, financial or time constraints, and resources for program, office, and association well being.
8. Ability to develop and maintain effective working relationships with other program officials and headquarters employees, association officials and members, and other parties.
9. Ability to communicate effectively orally and in writing.

E. Board of Directors

Authorization

Article IV of the Bylaws of the Association for Library Service to Children establishes the duties and responsibilities of members of the Board of Directors.

Duties and Responsibilities of Board Members

1. Attend all board meetings at Midwinter and Annual Conferences.
2. Jointly determine current and future programs and activities in accordance with ALSC objectives (Bylaws Article II).
3. Jointly determine ALSC policies.
4. Understand and adhere to "ALSC Policy for Membership on Award and Media Evaluation Committees" on p.38 of this Handbook.
5. To select, when a vacancy exists, an interim ALA/ALSC Councilor, and to inform the secretary of ALA Council in advance of the interim Councilor's first meeting. (added January 2004)

Meetings

Regular meetings of the Board are held during the Midwinter Meeting and Annual Conference of the Association. Informational and action items are sent to the Board, numbered, as received in the ALSC Office. Informative background material relating to matters for discussion and action are sent to each Board member throughout the year. It is the responsibility of each Board member to read the information prior to Board meetings and to bring all printed materials to the meetings.

ALA Policy Guides and Division Aids

The following publications include background in ALA and Division matters. Copies are available from the ALSC Office upon request, and are available online at <http://www.ala.org/alsc>:

- ALA Constitution and Bylaws (in the ALA Handbook of Organization)
- Division Bylaws
- ALSC Handbook of Organization
- Division Leadership Manual
- ALSC Professional and Literary Award Committee Manuals.

F. ALA/ALSC Councilor

Duties and Responsibilities of ALA/ALSC Councilor

1. To fulfill the duties and responsibilities of a member of the ALSC Board of Directors.
2. To fulfill the duties and responsibilities of a member of ALA Council.
3. To speak for ALSC and ALSC's Board of Directors position on ALA matters in Council.
4. To be responsible for making ALA Councilors aware of the ALSC position on ALA matters.
5. To be aware of, and bring to the attention of the ALSC Board, Council trends, interests and actions which have implications to children's services.
6. To report regularly to ALSC Board, and to report to the ALSC membership at the annual business meeting.
7. To call semi-annual caucus sessions of all Council members who belong to the ALA youth services divisions in order to elicit support for ALA Council actions that advance the cause of library services for children and young people.

ALSC Committee Responsibilities

The ALA/ALSC Councilor serves as a member of the Executive Committee.

G. Fiscal Officer

Duties and Responsibilities of the Fiscal Officer

1. To fulfill the duties and responsibilities of a member of the ALSC Board of Directors.
2. To attend all Budget Committee meetings, in addition to Board meetings.
3. To assist the Board in financial decision making.
4. To assist the Executive Director in developing budgets that incorporate board actions.

ALSC Committee Responsibilities

The Fiscal Officer serves as a member of the Executive Committee.

The Fiscal Officer serves as board liaison to the Budget Committee.

Program and Budget Development

Current budgetary procedures require that ALSC's budget must be in line with a budgetary ceiling set by BARC based on the estimated below sources of income. The draft budget as developed by the ALSC Budget Committee, and discussed by the ALSC Board, is prepared and submitted by the ALSC Executive Director to the Director of Planning and Budget after the Midwinter Meeting. The ALA Executive Director, the Chief Financial Officer, and BARC review the budget to assure that it is within overall general ALA policies and guidelines.

BARC presents its recommended budget to the Council and Executive Board at the Annual Conference. A budgetary ceiling for divisions is adopted at that time. At the Fall ALA Executive Board meeting (when the previous year's figures are available and the exact balance is determined), the final division budgets are adopted.

The ALSC Board gives final approval to the ALSC Budget at the Annual Conference, making any amendments it desires at that time.

Budget—General Information

A. Source of Funds

ALA BYLAWS

1. Article I, Section 2: ...All [ALA] personal members shall be eligible for membership in any division upon payment of annual dues as established by the division.
2. Article I, Section 2(c): All division membership dues for organization members will be credited to respective divisions.
3. Article VI; Section 6:
 - a. All dues paid by personal members for division membership are credited to the division. Additional allotments may be made by the Executive Board upon BARC's recommendation.
 - b. All divisional funds are in the custody of the ALA Executive Board, to be accounted for and disbursed by its designated officer on authorization of the division officers.
 - c. A division shall have the right, by vote of its members, to impose additional fees. Funds so collected shall be subjected to the provisions of paragraphs (a) and (b) above.
4. Article VI; Section 7:

No division shall incur expense on behalf of the Association except as authorized...

ALSC Bylaws:

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

B. Outside Funds

Any project for which funds are to be sought from an outside agency must have the approval of the ALA Executive Board. The Executive Board determines the method of negotiation with outside agencies and approves the agencies to be approached.

- C. The ALA General Budget, by agreement with the division in 1988, provides ALSC with basic support services. For details of these see the Operating Agreement in the ALA Handbook of Organization.
- D. ALSC's budget, as approved by the Board, must include:
1. *Children and Libraries: The Journal of the Association for Library Service to Children*
 2. Salaries of all staff working for ALSC (Salary scales and benefits set by the ALA Executive Board)
 3. Postage
 4. Phone
 5. Computer printouts of membership, mailing labels, etc.
 6. Printing and duplicating services
 7. Division Executive Committee Expenses (e.g., costs of postage, telephone during year of presidency, Fall and Spring Planning Meeting expenses)
 8. Committee expenses
 9. Division travel expenses
 10. Special projects: workshops, institutes, preconferences, special handbooks, etc.
 11. Restricted Funds and Endowment Funds
 12. Newsletter expenses
 13. Special grant and award funds

Budgetary Procedure:

1. The Vice-President (President-Elect), the President, the fiscal officer, and the ALSC Executive Director discuss expected budgetary needs and procedures at their Fall meeting. These are communicated to Chair of the Budget Committee.
2. The Executive Director, (with the advice and assistance of the Budget Committee Chair and the fiscal officer) prepares a preliminary draft budget based on:
 - a. ongoing activities, that merit continuation
 - b. new activities, that merit implementation
 - c. estimated increases and additional needs for personnel, salaries, technology and equipment, paper, printing, postage, telephone, *Children & Libraries Journal* and newsletter, etc.
 - d. Estimated travel needs
 - e. Special projects
 - f. Other
3. The Chair presents the tentative budget and recommended priorities (as determined by the Committee) to the ALSC Board of Directors for discussion at Midwinter.

4. Following Midwinter, the ALSC Executive Director prepares the budget, according to ALA form, using the Budget Committee and Board priorities as a guide, and submits the budget to the Director of Planning and Budget and BARC for review as to conformity with ALA general policies and guidelines.
5. If the budget must be adjusted within the period between Midwinter and final approval (due to previously unknown price or salary increases, overhead rates, or other items), the Executive Director confers with the Chair of the Budget Committee. All budgetary adjustments are made within the guidelines of priorities established by the Board.
6. Final budget, as submitted, is presented to the ALSC Board at the Annual Conference.
7. The ALA Executive Board approves the budgetary ceiling at the Annual Conference, and finally in the fall.

**ALSC Board of Directors
Program and Budget Evaluation Criteria**

The Board of Directors of each division of the American Library Association is responsible for the total division program. It is the Directors' responsibility to evaluate each activity proposed in terms of its value to the division and to ALA and, where appropriate, in terms of the budget request for support of the activity. The following questions are offered to the Board of Directors* as convenient guidelines for the process of evaluation:

1. Is this activity worth doing at all?
2. Is this the time to do it?
3. It is urgent that it be done? Can it be done in time to be of use?
4. Can the work be accomplished in the period of time available?
5. Is the time schedule realistic in allowing for emergencies and setbacks, but designed to bring the project to a conclusion within reasonable limits?
6. Is the sub-unit, committee, discussion group, etc., sponsoring this activity in a position to undertake it? (Do the members have the talent, the time, and the resources?)
7. Is this the right unit to undertake the activity? Could the work be done better by a small or larger group, a group from one geographic area, by one person, by a person or agency outside of ALA?
8. Has this unit done sufficient background work to be able to launch this activity at this time?
9. Is this activity appropriate to the function of this unit and to the division?
10. Is the method selected the best one possible?
11. If the unit is asking for funds for a meeting:
 - a. Has it specified precisely what it expects to accomplish at this meeting?
 - b. Has it accomplished groundwork by mail, e-mail or by meetings at conferences?
 - c. Will its work proceed more quickly and efficiently by holding a meeting?
 - d. Must it hold this meeting in order to meet a deadline?
12. If the request is for publication:
 - a. What specific needs will this publication or production meet?
 - b. Will this publication or production be something behind which ALSC can stand?
 - c. Has the talent to produce this publication or production been identified?

* The Budget Committee should apply these questions on the Board's behalf in all matters under consideration.

- d. Have methods of insuring high standards been developed such as the establishment of an evaluation committee and/or provision for the employment of re-write and editing personnel?
 - e. If it is meant to sell, what analysis of the potential market has been made?
 - f. Are there resources available to cover the cost of publishing and marketing the publication?
 - g. In the case of a publication, is it necessary that it be published initially as a separate piece or can it be published in *Children and Libraries* with reprints for further distribution?
 - h. Is ALA Editions interested in the publication?
13. Is the project terminal or does it commit the division to long-term support?
14. Is there already an investment in this project, and if there is, does it deserve to be built on or should the project be abandoned before more money is spent fruitlessly?

The following questions concerning the total proposed activities for the year are offered to the Board of Directors to assist them in considering every activity proposed in relation to the total division program:

- 1. Are we dealing with the most important matters in our field of responsibility or with those that happen to come to our attention?
- 2. Are these matters related to today's problems?
- 3. Are they in accord with the priorities and emphases set by the Executive Board and Council and the President of ALA?
- 4. Does the scope of these activities include all the segments of the division's membership? (Although it may not be possible to give attention to all of the professional interests of the division in one year, the total program of several years should be reviewed to make sure that no particular interest is being consistently omitted from attention).
- 5. How much staff time will the program actively require? How much membership time will it require? Is it realistic in respect to these factors? Can the total program afford the staff time required for the new activities? Can the Board and the membership give the necessary time and thought to the ongoing program and take on new activities? Should some of the current activities be dropped or tabled in favor of the new activities?

Committees of ALSC

General information and the function statements for division committees follow. This information may be supplemented by the annual committee roster.

Committees — General Information

A. Committee Year and Term of Office

1. The committee membership year shall be the same as the conference year. (ALA Bylaws, Article IX, Section 6.) That is, it begins the day following the Annual Conference.*
2. Members of Standing Committees shall be appointed by the President** from the membership of the Division for the overlapping terms not to exceed two years, with the possibility of reappointment for only one more term immediately succeeding. The total shall not exceed four successive years.
3. Special Committees. Committee membership shall be the same as for Standing Committees, and appointments are made in the same way.
4. Consultants to committees are appointed by the President** for a term of one year, with the possibility of reappointment at the discretion of the incoming President. (Policy established by Board action, January 1970.)
5. Interdivisional committees and other committees formed by two or more distinct units within the Association may be established as required by the groups concerned with notification to the Committee on Organization. (ALA Bylaws, Article IX, Section 4.)

B. General Directives for All Committees

1. The duties of individual committees are stated in their function statements, found also in the ALSC Handbook of Organization and in the ALA Handbook of Organization.
2. Standing, Special and Ad Hoc Committees may be authorized by the Board of Directors and may be discontinued by the Board.
3. Special Committees for which the Board of Directors has designated no termination date automatically expire at the end of three years (at the time of the adjournment of the Annual ALA Conference), unless otherwise ordered by the Board of Directors.
4. Committee management procedures are outlined in the ALSC Division Leadership Manual, given to each newly appointed committee chair.

* ALSC exceptions: Newbery Awards Committee, Caldecott Awards Committee, *Children and Libraries* Editorial Advisory Committee, Notable Children's Books Committee, Notable Children's Videos Committee, Notable Children's Recordings Committee, Great Interactive Software for Kids, Batchelder Awards Committee, Nominating Committee, Belpré Awards Committee, Sibert Awards Committee, Odyssey Award Committee, Wilder Award Committee, Carnegie Award Committee, and Geisel Awards Committee

** Appointed while Vice-President/President-Elect

- New projects undertaken by the committee should be cleared with the Division President and Executive Director before they are begun and may require Board approval. This avoids unnecessary duplication of efforts within both the Division and ALA.
- All projects that require financial support must be approved by the Division Board before they may be undertaken. Budget requests for the next fiscal year are made before, during, or immediately following the preceding Midwinter Meeting.
- If a committee wishes to sponsor a program meeting at the Annual Conference, the program must have final approval at the preceding Midwinter Meeting, but the initial request must be made at the preceding Annual Conference.
- Committee members are encouraged to select local associates as ex-officio task forces to assist them in the performance of their committee work.

It has always been the Division's goal to provide at the national level a forum in which the creativity and experience of the broadest possible segment of the profession is represented. These steps are undertaken to further that goal by providing an area of involvement for librarians who may themselves be unable to attend the national meetings.

No expense allowances for meetings, telephone calls, or postage can be provided for these task forces and advisors and whether to utilize such assistance is left solely to the discretion of the individual chairpersons and committee members. (Policy approved by Board action, January 1972.)

Committees — Authorization and Appointments

Standing and Special Committees are authorized by the Board of Directors and may be discontinued by the Board. (Article VIII, Section 1)

Appointments of all committee members whose terms begin at the end of Annual Conference are made by the Vice-President (President-Elect). Appointments of all committee members whose term begins at the end of Midwinter are made by the President. (Article VIII, Section 4a & b)

The members and chairperson of any new committee authorized during this presidency shall be appointed by the President. (Article VIII, Section 4e)

Any vacancy occurring of a committee shall be filled by the President. (Article VIII, Section 4f)

Standing Committees

Standing committees are authorized in Article VIII, Section 1.

The constitution of the Newbery, Caldecott, Sibert, and Wilder Committees is enumerated in the Bylaws. (Article VIII, Section 2)

The constitution of the Nominating Committee is enumerated in the Bylaws and the same article gives the procedure for elections. (Article X, Section 1)

Members of other Standing committees are appointed for overlapping terms not to exceed four years, with the possibility of reappointment for only one more term immediately succeeding. (Article VIII, Section 4b)

Designation of the chairperson of Standing Committees shall be made annually. (Article VIII, Section 4c)

Special Committees

Special Committees may be authorized by the Board to assist in the work of the Annual Conference, to study and report to the Division on special problems not in the province of any Standing Committee or to perform any other duties not specifically assigned to any officer or committee.

Special Committees for which the Board of Directors has designated no termination date shall automatically expire at the end of three years (at the time of the adjournment of the annual ALA Conference) unless otherwise ordered by the Board of Directors. (Article VIII, Section 3)

Chairpersons of Special Committees shall serve for the life of the committee. (Article VIII, Section 4d)

ALSC POLICY FOR SERVICE ON AWARD COMMITTEES

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

CONFLICT OF INTEREST

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

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

CONFIDENTIALITY

Committee members need to maintain a high degree of confidentiality regarding the committee's discussions, both oral and written. All committee members need to feel free to speak frankly in a closed session, knowing that their comments will not be repeated outside that room, and that they preserve the right to speak for themselves outside of that closed session.

Committee members are urged to discuss books under consideration with others throughout the year to obtain a variety of critical opinions. However, it is important to remember that, in these discussions, committee members may express only their own opinions, and may not quote the opinions of other committee members or indicate in any way which books are under consideration. It is understood that all eligible books are being considered up until the selection of the winner is made.

GUIDELINES FOR AWARD COMMITTEES

The Association for Library Service to Children grants a number of awards and it is very important that conflicts of interest and the appearance of conflicts of interest be especially avoided and that confidentiality be maintained in the process of determining who should receive the awards. It is a privilege to serve on an award committee and with that privilege come specific responsibilities to assist the Association for Library Service to Children in preventing conflicts of interest and the appearance of conflicts of interest in the award process. Each person who is nominated or appointed to serve on an award committee is expected to consider carefully whether any of his or her personal or professional interests, obligations, activities, or associations could reasonably lead to even the appearance of a conflict of interest, or breach of confidentiality, and to discuss any such potential conflicts with the ALSC Executive Director prior to accepting the nomination or appointment. Situations that arise after a committee member has begun to serve should be directed to the ALSC President, Committee Chair, Priority Group Consultant, and Executive Director. The final decision rests with the Executive Committee.

Those who accept a nomination or appointment to the book award committees, should adhere to the following guidelines:

- 1) Members who have written or illustrated a book that may be eligible for consideration during the period of service on the award committee should not accept an appointment or nomination to an award committee.
- 2) Members who have served as an advisor or consultant to an author or illustrator of a children's book, or as an advisor to a children's book publisher, beyond the scope of assigned library duties, such as providing reference service, should not accept appointment or nomination if that book may be eligible for consideration during the period of service on the award committee. This includes writing teachers guides or readers' group guides at the request of a trade book publisher.
- 3) Members should not accept appointment or nomination to an award committee if they have a close family relationship (parent, spouse/partner, son/daughter) or a personal relationship with the author or illustrator of any book that may be eligible which could reasonably be seen by an independent observer to cause a conflict of interest.
- 4) Members should not accept appointment or nomination to an award committee if they have a close family relationship (parent, spouse/partner, son/daughter) with a person employed by a U.S. trade publisher.
- 5) Members should not accept appointment or nomination to an award committee if they, or a close family member, directly own(s) equity (stock ownership, stock options, convertible note(s), or other ownership interest) that represents more than a 5% stake in a U.S. trade publisher.
- 6) Members of award committees should not reveal or publicize any confidential information learned through service on the committee; nor should they make such confidential information available to non-committee-members.
- 7) Members of award committees who run or participate in social networking web sites or software, including blogs, wikis, electronic discussion lists, and the like, should not engage in any discussions about their ALSC award committee work, or about the status of eligible books in relationship to these awards during their term of committee service.
- 8) From time to time, the Association for Library Service to Children may take other action or establish such other guidelines as may be necessary in the Association's sole discretion to protect the integrity of the award process. Questions from prospective committee members and candidates should be directed to the Executive Director; situations that arise after a committee member has begun to serve should be directed to the ALSC President, Committee Chair, Priority Group Consultant, and Executive Director. The final decision rests with the Executive Committee.

MEETING ATTENDANCE AND ACCESS TO MATERIALS

Persons elected or appointed to an award committee should:

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

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

FREQUENCY OF SERVICE ON CALDECOTT, NEWBERY, AND SIBERT COMMITTEES

No individual may serve on either Caldecott, Newbery, or Sibert Award Committees more often than once every five years. This guideline will apply to Newbery, Caldecott, and Sibert Award Committees only, as these are committees to which members are elected and books eligible are numerous. This guideline will not apply to the selection of nominees for Chair. This guideline will not apply to other ALSC prestigious award committees.

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

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

Yes No

Signed: _____ date

Name: _____

Please fill out and return the attached checklist.

Policy revised, February 2007

Checklist for Prospective ALSC Award Committee Members

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

Are you under contract for a children’s book that will be published during the period of your award committee service? Yes No

Have you served as an advisor or a consultant for a children’s book publisher, author or illustrator in the past three years? Yes No

Do you have a close relative (i.e. parent, spouse/partner, son/daughter) who is the author or illustrator of a book that may be eligible during the year of your committee service?
 Yes No

Do you have a close relative (i.e. parent, spouse/partner, son/daughter) who is currently employed by a U.S. trade publisher? Yes No

Do you, or does a close relative, directly own equity (stock, stock options, convertible notes or any other ownership interest) that represents more than a 5% stake in a U.S. trade publishing company?
 Yes No

Do you have a personal relationship with the author or illustrator of any book that may be eligible which could reasonably be seen by an independent observer to cause a conflict of interest?
 Yes No

Do you run or regularly participate in a social networking web site or software, including blogs, wikis, or electronic discussion lists? Yes No

If you answered yes, please provide the web url:

Are you able to attend all required meetings in person at Annual and Midwinter conference?
Yes No

Do you have ready access to newly published children's books? Yes No

Have you served as a member of the Newbery, Caldecott or Sibert Award committee in the past five years? Yes No

Signed: _____
date

Name: _____

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

Guidelines for Electronic Communication

1. Access issues.

A considerable amount of routine committee communication can be handled electronically if all members have convenient access to email. Before and/or during the Midwinter meeting, committee chairs should gather the following information:

- Preferred email addresses of all members.
- Software information: i.e., word processing programs in use, capability for "attachments," etc.
- How often members check their email.

If one or more members do NOT have convenient access to email, it will be necessary to use alternate means of communication so that no one member is excluded from full participation in committee business.

2. Protocols.

2.1. All committee business should be clearly identifiable on the subject line; i.e., cat.com. conference or massmedia.2000 program.

2.2. If messages require a response, the sender should indicate a response deadline. All members should acknowledge receipt of the message to the sender, whether or not they have a substantive response.

2.3. If the message requests discussion of an issue, each respondent should reply to all members of the committee.

2.4. Committee members are expected to participate in electronic discussions, just as they would participate in discussions at conference meetings.

2.5. The chair should copy the priority consultant on all relevant correspondence.

3. Record-keeping

3.1. Routine correspondence between conferences does not need to be saved. The chair should keep a record of any decisions made, however, and report to ALSC headquarters with the appropriate conference report.

3.2. Where appropriate, committees may establish an electronic archive for their records.

4. Privacy and confidentiality issues.

4.1. Committees with "sensitive" business such as awards, should be aware of the increased possibility of inadvertent leaks with electronic communications media. Committee members

should decide what kinds of information it is safe to transmit electronically and limit their communications accordingly.

4.2. Personal information about individuals (addresses, phone numbers, etc.) should not be posted on websites unless they are protected from general public access by secure passwords.

5. Use of electronic discussion lists.

5.1. Committees are encouraged to use the ALSC electronic discussion list to communicate with membership at large about their activities and to generate discussion about relevant issues. Agendas should be posted 4 weeks in advance of conference.

5.2. Committees with the capability of establishing electronic discussion lists may chose to conduct their committee business through a dedicated discussion list.

5.3. The ALSC electronic discussion list should not be used for the transmittal of routine information intended for members of a particular committee.

6. Virtual committees.

6.1. ALSC may determine that some committees can conduct their business entirely online and designate these as virtual committees.

6.2. All members of virtual committees must have convenient access to email.

6.3. It is recommended that the chair of virtual committees attend midwinter and annual conference in order to participate in the division leadership meeting and to conduct other business.

6.4. It is particularly important that all members of virtual committees participate fully in electronic discussion of committee business.

6.5. In order to facilitate input from members at large about committee business, virtual committees should be sure to announce their electronic agendas on the ALSC discussion list well in advance of decision deadlines and solicit comments from the membership.

7. Virtual participation on traditional committees.

7.1. The ALSC vice-president/president-elect, president, or a committee chair may determine that one or more members of an appropriate committee may be designated virtual members. Virtual members participate in all business of the committee but are not required to attend conference meetings.

7.2. It is recommended that no more and 25 % of any committee be virtual members.

7.3. Care should be taken that virtual committee members are allowed to participate in all business of the committee, including discussions and voting. It is recommended that each virtual member be paired with a buddy who attends conferences and takes responsibility for ensuring the virtual member's inclusion. In some cases, it may be necessary to arrange electronic or telephone communication during conference in order to gather input or votes from the virtual member.

Adopted by the ALSC Board, January 18, 2000

Orientation Sheet for New Committee Chairpersons

COMMITTEE YEAR: Begins the day after the close of the Annual Conference and continues until the close of the Annual Conference the following year.

DUTIES AND RESPONSIBILITIES: The function of the committee is explained in the letter of appointment. The chair is responsible for:

1. directing and carrying out regular and special assignments of the committee;
2. keeping committee members informed about the work of their committee;
3. replying promptly to all inquiries on problems in their field of work;
4. arranging meetings at Midwinter Meetings and Annual Conferences;
5. making semi-annual reports to the President and Board of Directors on the progress of work assigned the committee;
6. sending copies of all correspondence to the President and the Executive Director for information; and
7. knowing and following the policies and procedures in the *ALSC Division Leadership Manual*.

The committee chair is responsible for leading the committee. The achievement of the group during any year and the success of projects undertaken are due in large part to the chair's leadership. Initiation and completion of expanded or related projects indicate significant committee progress.

The chair accepts responsibility for making recommendations regarding the removal of committee members who are not fulfilling their obligations. The chair should also be prepared to make recommendations on reappointments of contributing committee members.

PROCEDURES: Whenever possible, specific procedures should be set up for the work of the committee. Many committees have established procedures which are followed from year to year. As soon as the chair receives the complete list of committee members, a letter should be sent out introducing the members; explaining the work of the year; outlining procedures; setting up a plan of work for the year, including provision for progress report or action at the Midwinter Meeting; and a statement of what is to be completed by the Annual Conference.

MEETINGS: A meeting request form from Conference Services at ALA Headquarters is sent to committee chairs long in advance of the Midwinter Meeting and Annual Conference asking them to register meeting room and equipment needs. The deadline in that letter must be observed. (Meetings of committees not scheduled in this way are irregular, unlisted in the official program, and not included in the official proceedings of the conference.) It is the responsibility of the chair to contact committee members regarding meetings at regular conferences.

If a committee wants to have a program meeting, or is interested in promoting a workshop or pre-conference, the chair should follow the procedures outlined in the *ALSC Division Leadership Manual*.

New committee members should be invited to committee meetings during the Annual Conference to orient them in committee work. Names of new members will be sent to the chair as soon as they are known at the Division office.

MEETING AGENDAS/COVER SHEETS: Chairs submit conference meeting agendas with a Pre-Midwinter Meeting/Annual Conference Agenda Cover Sheet to the President, Vice president/president-elect, Priority Group Consultant and ALSC Executive Director one month prior to the Midwinter Meeting and Annual Conference. If Chairs wish to appear before the Board at conference, it should be noted on the Agenda Cover Sheet. A committee chair may report directly to the Board at his/her request or the Board's.

PROCEEDINGS: Proceedings of meetings are to be turned in during conference, if possible, or within three weeks of the end of the conference to the Executive Director. The Post-Midwinter Meeting/Annual Conference Committee Report form is available at the ALSC table in the ALA Office Area onsite and on the ALSC Web site under “Board & Committee Work” and “Forms.”

STATIONERY AND POSTAGE: If division stationery is needed, it can be requested from the office. Frequently individual libraries are willing to assume the expense of postage for committee work. In cases where this cannot be assumed by the library, the division will reimburse the member, if funds have been budgeted for such expenses. (Consult the Division Leadership Manual for reimbursement procedures.)

EXPENSES: Expenses should not be incurred unless funds appear in the current ALSC budget for such expenses. (Consult the Division Leadership manual for reimbursement procedures.)

PUBLICITY: It is desirable that the Executive Director be advised of any publicity contemplated by a committee, in order that the work of various groups may not conflict. Drafts of press releases are sent to the Executive Director for review and submission to the ALA Public Information Office for preparation and release. Reports or articles on the work or on studies of a committee may be published only with the permission of the Board of Directors; such reports and articles, when approved for publication, must be offered first to ALA periodicals, with *Children and Libraries* having first refusal rights. Deadlines for copy for *Children and Libraries* are: Spring issue—early February (Conference information must be in immediately following the Midwinter Meeting); Summer/fall issue—early May; Winter issue—early August.

RESIGNATIONS: Resignations from committee assignments should be sent to the President with copies to the Executive Director. If the Chair finds it necessary to resign, he/she should send a letter of resignation to the President with copies to the Executive Director, Priority Group Consultant, and to the members of the committee.

RESEARCH: All ALSC committees are directed by the ALSC Board (January 1975) to report, at an early stage, intended research projects involving data gathering in any form to the ALSC Research and Development Committee.

FORWARDING OF MATERIAL: Each outgoing chair should forward to his/her successor all committee material of interest. Outdated materials should be sent to the Executive Director. When a committee is discharged, the chair’s files should be forwarded to the Executive Director for the archives.

Committee chairs will find the following ALA and ALSC policy and procedure guides helpful:

ALA Handbook of Organization

ALSC Division Leadership Manual

Orientation Sheet for New Committee Members

The work of the committee is the center from which the total program of the Division evolves. To function effectively, each member of a committee must assume a share of the total responsibility assigned that unit. He/She should participate actively in the work of the committee and carry out the work assigned him/her by the chair. He/She should answer all correspondence promptly and thoroughly.

When a committee is established, its function is clearly defined and stated by the Board of Directors. This function is included in the letter of invitation to become a member of the committee. The committee member also ought to become familiar with the work of the committee in its relation to the total program of the Division and of ALA. (See the ALA Handbook of Organization, latest edition.)

Specific duties for each member are assigned by the committee chair who also informs members regarding meetings during the annual Midwinter Meeting and Annual Conference.

When accepting membership on a committee, one understands that as a matter of ALA policy, regular attendance at committee meetings during Midwinter and Annual Conference is expected. Although some amount of committee work can be carried on satisfactorily through correspondence, most assignments of committees require a meeting together of the committee in order to be effectively completed. If fulfilling this complete responsibility becomes impossible, a letter of resignation should be sent promptly to the Division President with copies to the Executive Director and to the chair of the committee. Experience has shown that for effective committee work, the total group must meet together regularly.

If a committee member is dissatisfied with the work of the committee or the chair, he/she should express his/her dissatisfaction to the chair. If the matter is not cleared up to his/her satisfaction, he/she should write to the Division President with copies to the Executive Director and to his/her chair. The President will take whatever action seems appropriate.

Committee members should forward any committee material of importance to the chair at the end of the committee assignment.

It is suggested that committee members consult the Division section in the ALA Handbook of Organization, which gives an overall picture of the organization of the Division. A copy of our Bylaws is available upon request from the Division office.

ALA Representation to Outside Organizations

ALA has had for many years official representation to outside organizations. It also cooperates with other organizations in the establishment of Councils, Joint Committees and other groups which can work together in activities of mutual interest. When the work of an outside organization falls within the field of responsibility of one division, that division names the ALA representative. When an organization to which we do not now have representation asks ALA to name a representative, the decision on whether or not to make the appointment is made by the Board of Directors.

Organizations to which ALA currently appoints representatives are listed in the ALA Handbook of Organization. Appointments made by the divisions are so indicated.

PROCEDURES:

1. The Division Executive Director should determine whether the group to which the ALA division has maintained representation wishes to continue this representation. Recommendations regarding desirability of adding representation should be presented to the Deputy Director for submission. When a group to which ALA divisions have had representation wishes to discontinue such representation, or if the group ceases to exist, the office of the Deputy Director should be so notified.
2. The division makes the appointment and advises the office of the Deputy Director of the name of the new representative for the official record.
3. The Deputy Director informs the organization of the name of ALA's representative, requesting that further information be sent directly to the representative. The Deputy Director also writes a letter to the representative confirming the appointment.
4. The Executive Director should obtain reports from each of the representatives at the end of the committee year. Report forms are available from the office of the Deputy Director where a record of such representation is maintained.
5. Representatives' reports are sent through the Deputy Director's office to the Executive Director of the division which arranged for the representation. Itemized expense accounts are sent through the Deputy Director's office to Accounting.

ALSC Procedure For Implementing ALA Open Meeting Policy

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

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

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

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

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

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

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

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

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

Procedure for Reporting Inappropriately Closed Meetings:

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

ALSC Travel Policy

Travel funds for the Executive Director shall be planned and budgeted in advance and travel undertaken with the concurrence of the ALSC Directors based on semi-annual forecasts of travel deemed necessary to ALSC's interests; unforecast travel by the Executive Director shall be undertaken with the concurrence of the ALSC President followed by reports at semi-annual conferences that include the source of funds allocated to cover such expenses.

Travel by the Executive Director at the expense of ALA or any other organization or institution shall be undertaken only with reasonable prior notice to and the concurrence of ALSC's President.

Revised Draft, June 1983:

- A. Officers, directors, members, and headquarters staff may travel on ALSC business of the following types:
 - 1. To represent the Association in an official capacity.
 - 2. To present a speech or paper as an ALSC representative.
 - 3. To discharge administrative responsibilities.
 - 4. To attend or participate in a program or function useful or beneficial to ALSC.
- B. Representation and Reimbursement:
 - 1. It is expected that the ALSC President shall represent the Association whenever possible.
 - 2. As the ALSC budget permits, travel by officers, directors, or members of ALSC undertaken in connection with or furtherance of divisional business will be either wholly or partially reimbursed except in the instances of ALA conference attendance.
- C. Approval and Review of Travel:
 - 1. All estimated needs for travel expenses must be requested through the established budgetary procedures which provide for discussion and approval by the ALSC Board of Directors initially at the Midwinter Conference and finally at the Annual Conference.
 - 2. It is expected that the Executive Director and the President of ALSC will review their travel activity with the Board of Directors at each Midwinter and Annual Conference. Such review will include travel plans for the ensuing 6-month period, and the Board shall determine the priority of such plans in light of current budgetary limitations.
 - 3. Official representation, opportunities to make speeches or present papers, or other duties involving travel which arise between conferences shall be assigned to appropriate members of the Executive Committee or by the President in consultation with the Executive Director, taking into consideration such factors as distance, time, requirements of the assignment, and benefits to ALSC. All interim decisions regarding travel shall be promptly reported in memoranda to the ALSC Board by the President or the Executive Director.

Organizational Definitions

June 27, 1990

The following definitions of various organizational groups in ALA supplement the definitions of committees in the ALA Handbook of Organization and provide guidelines for determining the appropriate group to carry out particular functions.

Assembly

An assembly is a group of representatives or delegates gathered together to perform one or more of the following functions:

1. Acting as an advisory body to a parent or sponsoring group.
2. Serving as a liaison between the sponsoring group and the groups represented in the assembly.
3. Providing a forum for the exchange of information and a communication channel for reporting concerns and actions of either group to the other.
4. Promoting cooperation and enhancing effectiveness between the groups represented.

An assembly is established by a sponsoring group, usually an ALA standing committee or division, and report to it. Delegates or representatives from other groups are invited to participate. Selection of delegates or representatives may be made by the sponsoring group or by the group being invited.

Assemblies may determine what activities of the assembly are limited to delegates or representatives (such as voting, speaking, preparing reports, etc.) and which activities are open to any interested individual (such as speaking, serving on committees, etc.) Assembly delegates may be required to register their attendance.

Coalition

A coalition is an alliance of organizations or independent groups, usually between one or more ALA units and outside groups, formed to work together for a common purpose or on a specific issue. Functions of a coalition may include:

1. Stimulating public awareness.
2. Gathering information or investigating a concern.
3. Disseminating and communicating information.
4. Providing a forum for the exchange of information.
5. Identifying other organizations with a similar interest or concern.

Organizations who join a coalition will designate the position and/or individual who will represent them. The makeup of the coalition will be determined by the organizations forming the coalition. Coalitions may be informal and are not usually a legally constituted body, although their member organizations may be.

Discussion Group (see Interest Group)

Interest Group (also called a Discussion Group)

An interest group (discussion group) is a group of individuals who share common interests and concerns, and whose need to come together is recognized by a sponsoring unit (division, section, or round table). The area of interest is clearly articulated in the function statement and when the need for the group diminishes, it may be dropped or its functions turned over to a committee. Sponsoring units form interest groups to provide a forum for members interested in the specific topic to carry out one or more of the following functions:

1. Sharing or exchanging information and encouraging new ideas.
2. Discussing issues and exploring questions and problems pertinent to the group's interest.
3. Raising awareness of the group and/or informing others.
4. Encouraging actions such as research, surveys, conference programs, and sponsoring unit projects.
5. Monitoring current developments.
6. Influencing policy decisions of others.
7. Allowing individuals to establish networks and communication links.

Interest groups may include any interested individual or may be limited to members of the sponsoring body. The makeup and details of operation are determined by the sponsoring unit.

Addendum

1. At the request of the Board, O&B made the following recommendation for the definition of "Discussion Group" (ALSC Item #30.1):

A discussion group is a gathering of the Conference participants who meet informally to discuss topics of common interest. Discussion groups meet during Midwinter and/or Annual Conference. Results of their discussion may be prepared for distribution to the relevant parent body and, if desired, to others who may be interested in the topic. A leader may be chosen by the group to coordinate discussion.

The Board accepted this recommendation for submission to COO.

Midwinter, 1993

Task Force

A task force is a membership group whose charge is to complete a specific task or to consider a particular issue, usually within a designated and limited time frame. The designated time frame may be defined by the nature of the task, or it may be set forth in the function statement. In all cases an effort should be made to determine a target date for completion of the task so that the work of the task force can be reviewed in a timely manner.

Functions of a task force may include the following:

1. Gathering information and making recommendations.
2. Studying an issue and preparing a report.
3. Carrying out a specific project or activity.

A task force is used to address critical, urgent, or ongoing situations which require a strong, visible organizational effort and/or an activist response.

Sections

A section is a unit of a division which has a clearly defined sphere of interest and whose membership is usually drawn from a limited portion of the sponsoring unit's total membership.

A section is established by a division to address the specific interests of this group in a formal and ongoing manner. Sections carry out functions similar to those of the division, such as:

1. Sponsoring programs at conferences.
2. Publishing documents, reports, etc.

3. Representing section interests to the division's governing body.
4. Communicating with members in a regular manner.
5. Speaking for the division in the section's area of interest.
6. Establishing committees.

Sections normally have by-laws, elected officers, seated representative(s) on the sponsoring unit's governing boards, and regular conference programs. Members of a section must be members of the division. Sections may have dues.

Divisions

- Committee (standing, special or adhoc)
 - Subcommittee (standing, special or adhoc)
- Section
 - Committee (standing, special or adhoc)
 - Subcommittee (standing, special or adhoc)
- Task Force
- Discussion Group
- Interest Group
- Advisory Committee (standing, special, adhoc)
- Advisory Board (publications)
- Assembly
- Coordinating Committee (standing, special, adhoc)
- Joint Committee (standing, special, adhoc)
- Interdivisional (standing, special, adhoc)

Round Tables

- Committee (standing, special or adhoc)
 - Subcommittee (standing, special or adhoc)
- Task Force
- Discussion Group
- Interest Group
- Advisory Committee (standing, special or adhoc)
- Advisory Board (publications)
- Coordinating Committee (standing, special or adhoc)
- Joint Committee (standing, special or adhoc)

ALA

- Committee (standing, special or adhoc)
 - Subcommittee (standing, special or adhoc)
- Task Force
- Advisory Committee (standing, special or adhoc)
- Advisory Board (publications)
- Assembly
- Coordinating Committee (standing, special or adhoc)
- Joint Committee (standing, special or adhoc)

- Coalition on _____
- Commission on _____
- Council on _____

ALSC List of Committees, Discussion Groups, and Task Forces

Executive Committee

Authorization:	Bylaws, Article VI
Membership:	Six, who shall be as follows: the ALSC President, Vice-President/President-Elect, Past-President, ALSC/ALA Councilor, the Fiscal Officer, and the Executive Director of ALSC. The President serves as chair.
Function:	<p>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 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.</p> <p>The chair shall be responsible for reporting all business transacted by the committee at the next regular meeting of the ALSC Board of Directors.</p> <p>All actions of the Executive Committee shall be subject to the review of the Board of Directors.</p>

Priority Group Consultants

Authorization:	Bylaws, Article VIII, Section 5(b)
Membership:	One consultant for each group established according to the designated priorities of the Board.
Function:	<p>To review annually with committee chairpersons and discussion group leaders the function of each of the committees and discussion groups and to make any recommendations necessary to meet the responsibilities of the group;</p> <p>To advise committee chairpersons on recommended procedures for committee operations based on a thorough knowledge of Divisional structure;</p> <p>To assist in the preparation of action and information reports for Board consideration;</p> <p>To facilitate communication among priority group committees and to identify common areas of concern;</p> <p>To note particular abilities of ALSC committee members in the work of the organization and to share this information with the Officers, Nominating Committee, and other appropriate individuals;</p> <p>To discuss with other priority group consultants and appropriate committees, directives of the Board, long term goals of the Division, and new program areas that need attention;</p> <p>To summarize, analyze and evaluate periodically for the ALSC Board the progress and concerns of the committees;</p> <p>To act as an information resource for the ALSC Board and attend Board</p>

meetings when necessary.

To identify potential candidates to the Nominating Committee and to identify potential chairs for the president-elect.

BOARD ACTION, Midwinter 1981: "A member of the Executive Committee (shall) convene and chair a meeting of the Priority Group Consultants at each Midwinter and Annual Conference."

Established as Coordinators, Midwinter 1974. Function Statement approved, Midwinter 1976. Renamed Consultants, Annual Conference 1980. Revised Function Statement approved, Midwinter 1981.

Priority Group I: Child Advocacy

Function Statement: To identify, evaluate and make recommendations on issues, legislation and services concerning children on the local, state and national levels.

Established: January 1975

Term: Spring, 2 year

Committees in
Priority Group I: Intellectual Freedom
International Relations
Legislation
Library Service to Special Population Children and Their Caregivers (formerly,
"Library Service to Children with Special Needs")
Early Childhood Services and Programs
Preschool Services Discussion Group
Public Awareness
School-Age Programs and Service
Early Literacy Task Force

Notes: Revised Midwinter 1978.

Former Function Statement:

To identify and promulgate the rights of children, both within and outside the profession.

To evaluate current or proposed policies, programs and activities of ALA and its constituent bodies that affect service to children, and to recommend appropriate action.

To submit evaluations of proposed national legislation affecting children with recommendation for action.

To identify, evaluate, and recommend ways of working with other organizations and groups concerned with children on the local, state and national levels.

Priority group consultant, committee chairpersons, and discussion group leaders will review annually the function of each of the committees and make any recommendation necessary to meet the responsibilities of this priority group.

To maintain liaison with ALA committees, divisions, round tables, and other ALSC priority groups with common concerns.

Priority Group II: Evaluation of Media

Function Statement:	To evaluate, to establish standards for, and to encourage the availability of materials for children. Priority group consultant, committee chairpersons, and discussion group leaders will review annually the function of each of the committees and discussion groups and make any recommendations necessary to meet the responsibilities of this priority group. To maintain liaison with ALA committees, divisions, round tables, and other ALSC priority groups with common concerns.
Established:	January 1975
Term:	Spring, 2 year
Committees in Priority Group II:	Great Web Sites Great Interactive Software for Kids Notable Children's Books Notable Children's Recordings Notable Children's Videos

Priority Group III: Professional Awards and Scholarships

Function Statement:	To identify and recognize professional achievement and foster excellence in youth services through scholarships and awards.
Established:	January 1975
Term:	Spring, 2 year
Committees in Priority Group III:	ALSC/BWI Summer Reading Program Grant Literature Program Award Arbutnot Honor Lecture (Louise Seaman) Bechtel Fellowship Distinguished Service Award (Maureen) Hayes Award Penguin Young Readers Group Award Scholarships: Melcher and Bound to Stay Bound
Notes:	Title change to Professional Development, Midwinter, 1981. Title change to Professional Awards and Scholarships, Midwinter, 1998.

Former Function Statement:

To identify and recommend any program, activity, or award pertaining to recruitment, improving professional education, continuing education, and the status of librarians serving children.

To review any suggested program, award, or activity referred by the Board for research, analysis, or feasibility study.

Priority group consultant, committee chairpersons, and discussion group

leaders will review annually the function of each of the committees and make any recommendations necessary to meet the responsibilities of this priority group.

To maintain liaison with ALA divisions, committees, round tables and other ALSC priority groups with common concerns.

Priority Group IV: Organizational Support

Function Statement: To review, recommend and prepare policies and budgets and to advise on issues affecting the organizational structure of the division.

Established: January 1975

Term: Spring, 2 year

Committees in
Priority Group IV:

- Budget
- Charlemae Rollins
- Local Arrangements
- Membership
- Nominating
- Organization & Bylaws
- Preconference Planning
- Program Coordinating
- National Institute Planning Task Force
- Friends of ALSC Task Force

Membership: Consultant, committees and discussion groups assigned to this group.

Priority Group V: Projects and Research

Function Statement: To promote, encourage and support projects, activities and research relating to the division.

Established: January 1975

Term: Spring, 2 year

Committees in
Priority Group V:

- Collection of Children's Books for Adult Research Discussion Group
- National Planning of Special Collections
- Oral History
- Publications
- Research and Development

Membership: Priority Group Consultant, committees, and groups assigned to this group.

Notes: Revised Annual 1978. Name changed to "Planning and Research," Midwinter 1981.

Name changed to "Projects and Research," Midwinter, 1998.

Former Function Statement:

To study needs in service to children in relation to the responsibilities and organizational structure of the division.

To recommend research projects, to review program plans, to prepare budgets, and to advise on ALSC publications.

Priority group consultant, committee chairpersons, and discussion group leaders will review annually the function of each of the committees and make any recommendation necessary to meet the responsibilities of this priority group.

To maintain liaison with ALA committees, divisions, round tables and other ALSC priority groups with common concerns.

Priority Group VI: Awards

Function Statement: To nominate or select recipients of the awards based on the award criteria. Priority group consultant and committee chair will review annually the procedures of each of the committees and make any recommendations necessary to meet the responsibilities of this group. To maintain liaison with ALA committees, divisions, round tables and other ALSC priority groups with common concerns.

Established: 1983

Term: Spring, 2 year

Committees in Priority Group VI: (Mildred L.) Batchelder Award Selection
(Pura) Belpré Award Selection
(Randolph) Caldecott Award Selection
(Andrew) Carnegie Award Selection
(Theodor Seuss) Geisel Award Selection
(John) Newbery Award Selection
ALSC/*Booklist*/YALSA Odyssey Award Selection
(Robert F.) Sibert Informational Book Award Selection
(Laura Ingalls) Wilder Selection
Belpré Questions Task Force

Membership: Priority Group Consultant, committees, and groups assigned to this group.

Priority Group VII: Partnerships

Function Statement: To open and maintain lines of communication with other organizations which share common interests. To encourage partnerships with these organizations which serve to promote the delivery of library services to children. To identify, evaluate, and recommend ways of working with other organizations and groups concerned with children on local, state, and national levels.

Established: 1998

Term: Spring, 2 year

Committees in
Priority Group VII AASL/ALSC/YALSA Interdivisional Committee on School/Public Library
Cooperation
Liaison with National Organizations Serving Children and Youth
Public Library-School Partnerships Discussion Group
Quicklists Consulting Committee

Priority Group VIII: Professional Development

Function Statement: To identify and investigate issues relating to children's services and to
recommend and initiate action to improve those services.

Established: 1998

Term: Spring, 2 year

Committees in
Priority Group VII *Children and Libraries* Editorial Advisory
Children and Technology
Children's Book Discussion Group
Children's Collection Management Discussion Group
Education
Managing Children's Services
Managing Children's Services Discussion Group
Storytelling Discussion Group

AASL/ALSC/YALSA Interdivisional Committee on School/Public Library Cooperation

Function Statement: To identify, develop, promote, and disseminate information on effective
cooperative or collaborative projects that link schools and public libraries. The
committee will maintain and update the resources that have been compiled on
the ALA Web site, develop training workshops and/or programs on cooperative
or collaborative projects and present them at conferences and institutes and
for other organizations serving youth, and detail findings in articles and books
for division publications.

Authorization: ALA Bylaws, Article VIII, Section 4, as an Interdivisional Committee.

Date Established: Midwinter 2006

Membership: 9 attendant and 3 virtual members, 4 from each of the three divisions (AASL,
ALSC, YALSA)

Term: 2-year, Spring, half of the appointments made in the first year will be for one
year, to ensure staggered terms.

Notes: Began as the Joint Youth Task Force on School and Public Library
Partnerships and converted to a committee in 2006.

ALA/Children's Book Council Joint Committee

Function Statement: To explore mutual problems concerning content, format, distribution, and
promotion of juvenile books and to propose cooperative action to resolve such

problems.

Date Established: June, 1959

Membership: ALA — Chair + 7 members and 1 staff liaison
CBC — Chair + 7 members and 1 staff liaison

Term: Spring, 2 year

ALSC/BWI Summer Reading Program Grant

Function Statement: To select annually the recipient of the ALSC/Book Wholesalers Summer Reading Program Grant for an outstanding public library summer reading program for children. To prepare and disseminate to the membership information about the winning program for the award. Additionally, to serve as needed as reading program consultants and developers as requested by the ALSC office.

Authorization: Bylaws, Article VIII, Section 1, as a Standing Committee.

Date Established: June 1989

Membership: Chair, plus eight

Term: Spring, 2 year

Notes: Function statement changed, November, 1993.

Function statement changed, Midwinter, 1999.

Name of committee changed from National Reading Program, Midwinter, 1999.

Function statement changed, Midwinter 2002.

Former Function Statement(s):

To work with ALA Graphics to prepare materials and recommend themes for the annual national reading programs each year.

To work with ALA Graphics to recommend themes and illustrators for the annual national reading program. To develop and write an annual program guide that uses the national theme and contains program ideas, promotional tools, and a bibliography of books and resources. To select annually the recipient of the \$3,000 ALSC/Book Wholesalers Summer Reading Program Grant for an outstanding public library summer reading program for children.

To select annually the recipient of the ALSC/Book Wholesalers Summer Reading Program Grant for an outstanding public library summer reading program for children. To prepare and disseminate to the membership information about the winning program and others submitted for the award. Additionally, to serve as needed as reading program consultants and developers as requested by the ALSC Office.

(May Hill) Arbuthnot Honor Lecture

- Function Statement: To choose annually an individual of distinction who shall prepare and present a paper which shall be a significant contribution to the field of children's literature; to select a host institution and make appropriate arrangements for the presentation of the lecture; to arrange for publication of lecture in *Children and Libraries*.
- Authorization: Bylaws, Article VII, Section 1, as a Standing Committee
- Date Established: June, 1971
- Membership: Five members, including chairperson.
- Term: Fall, 2 year (Chair remains until after lecture)
- Notes: Originally established 1968 as Arbuthnot Lecture Committee. Study Committee (1978-81) recommended and Board approved: (1) that the charge is appropriate; (2) that selection committees not be given a charge as to the character of the lecture; and (3) that continuing efforts be made to adjust upward the compensation for the lecture. Midwinter, 1981.
- After Midwinter 1995, the committee structure was reorganized so that one two-year committee is appointed each fall, which will be named for the year the lecture takes place.

(Mildred L.) Batchelder Award Selection

- Function Statement: To select from the books published the preceding year the most outstanding book originally published in a foreign language in a foreign country and subsequently published in English in the United States.
- Authorization: Bylaws, Article VII, Section 1.
- Date Established: 1966
- Membership: Five members, including the chairperson.
- The Vice-President of ALSC shall appoint annually a five (5) member committee to serve a two year period culminating in the presentation of the award. For example, the committee appointed in 1977 shall consider the books published in 1978 to select the book to receive the award in 1979. The committee appointed in 1978 to select the book to receive the award in 1980.
- At least two years must elapse before reappointment to the committee.
- Language specialists may be added ex-officio to the committee by the President upon recommendation by the chairperson of the committee.
- Term: Fall, 2 years (see Notes)
- Notes: BOARD ACTION: "The term is for a single year's award. Attendance at the first Midwinter conference and last Annual conference is optional but strongly encouraged." Annual 2006.

BOARD ACTION: "The ALA Notable Children's Books list, compiled by the ALSC Notable Children's Books Committee, shall include the book selected annually by the Batchelder Award Committee." Annual 1981.

Former Function Statement(s):

To make selection of the book to receive the Mildred L. Batchelder Award.

(Louise Seaman) Bechtel Fellowship

Function Statement: To select annually up to three (3) librarians, the number to be determined by the income available and the qualifications of the applicants, to be awarded Fellowship(s) in the amount of \$3,750 to read and study at the Baldwin Library of the George A. Smathers Libraries, University of Florida, for a period of at least one month.

Authorization: Bylaws, Article VII, Section 1, as a Standing Committee.

Date Established: 1992

Membership: Chair, plus four

Term: Spring, 2 year

(Pura) Belpré Award Selection

Function Statement: To select annually a children's book published in the United States or Puerto Rico to recognize outstanding original works written or illustrated by a Latino/Latina author or illustrator, that portrays, affirms and celebrates the Latino/Latina cultural experience.

Authorization: Article V, Section I as a standing committee.

Date Established: 1996 Midwinter Meeting; ALSC and REFORMA Boards voted in 2008 to give the awards annually rather than every other year, beginning in 2009.

Membership: Chair, plus six (three members from ALSC/three members from REFORMA — Chair alternates)

Term: Fall, 2 year

Budget

Function Statement: To advise the ALSC Executive Director in preparation of annual budget based on the priorities established by the Board; to submit the budget to the ALSC Board for approval; to review for the ALSC Board division activities for fiscal implications; to review for the ALSC Board, on a regular basis, the dues structure and to prepare and submit to the ALSC Board periodic analysis of the finances of the division; to review ALSC's fiscal relationship to ALA and other divisions and to act as liaisons for the ALSC Board to the Planning and Budget Assembly.

Authorization: Bylaws, Article VIII, Section 1, as a Standing Committee.

Date Established: June 1971*

Membership: Five members plus chair.

The chair is appointed for two years, with the option to be reappointed, from among members with Board or Budget & Finance Committee experience and familiarity and interest in fiscal management.

The committee will consist of the Chair, two Members-at-Large, the Fiscal Officer, and the Past President. The Executive Director and Vice President are ex-officio members.

Term: Spring, 2 year

Notes: *Under this name; formerly, Program Evaluation Budget committee. Membership revised, Annual 1987. Name changed from Program and Evaluation Committee to Budget and Finance, Midwinter 1989. Name changed to Planning and Budget, Annual 1992. Name changed to Budget, Midwinter 2006. Chair also serves on ALA Budget Assembly. Function Statement revised, Annual 1993. Function Statement revised, Annual 2002. Membership revised to eliminate position of Board Liaison, Midwinter 2007.

Former Function Statement(s):

- 1) To prepare and submit to the ALSC Board an annual budget based on the priorities established by the Board. To review for the ALSC Board division activities for fiscal implications. To review for the ALSC Board, on a regular basis, the dues structure and other income activities of the division. To prepare and submit to the ALSC Board periodic analysis of the finances of the division. To review ALSC's fiscal relationship to ALA and other divisions and to act as liaisons for the ALSC Board to the Planning and Budget Assembly, and to the ALA Planning Committee.
- 2) To prepare and submit to the ALSC Board an annual budget based on the priorities established by the Board; to review for the ALSC Board division activities for fiscal implications; to review for the ALSC Board, on a regular basis, the dues structure and other income activities of the division; to prepare and submit to the ALSC Board periodic analysis of the finances of the division; to review annually at Midwinter Meeting the ALSC Goals and Objectives; to review annually at Annual Conference the Status Report of Division progress toward meeting the ALSC Goals and Objectives; to review ALSC's fiscal relationship to ALA and other divisions and to act as liaisons for the ALSC Board to the Planning and Budget Assembly

(Randolph) Caldecott Award Selection

Function Statement: To select from the books published the preceding year within the terms, definitions, and criteria governing the awards, the most distinguished American picture book for children.

Authorization:	Bylaws, Article V, Section 1, as a Standing Committee; Section 2 authorizes the constitution of the committee membership; Article IX, Section 2 Nominating Committee shall present at least sixteen (16) candidates for eight (8) Caldecott Awards Committee members-at-large to be elected to the Caldecott Award Committee.
Date Established:	1938
Membership:	The Caldecott Award Committee shall consist of the following fifteen (15) members: Eight (8) members to be elected annually from a slate of no fewer than sixteen (16), a chairperson appointed by the president, and six (6) members appointed by the president.
Term:	Fall, 2 years (see Notes)
Notes:	Bylaws revision (2008) to Article VIII, Section 2, effective in 2009 for 2010 Committee, changed authorization and membership of Committee. BOARD ACTION: "The term is for a single year's award. Attendance at the first Midwinter conference and last Annual conference is optional but strongly encouraged." Annual 2006. The Membership structure was revised Midwinter 1993. Bylaws revision (1978) effective 1979 for 1980 Committee changed authorization and membership of the committee.

(Andrew) Carnegie Award Selection

Function Statement:	To select from the videos produced during the preceding year within the terms, definitions, and criteria governing the award, the most distinguished American video for children.
Authorization:	
Date Established:	1990
Membership:	Chair, plus eight
Term:	Fall, 2 years (see Notes)
Notes:	BOARD ACTION: "The term is for a single year's award. Attendance at the first Midwinter conference and last Annual conference is optional but strongly encouraged." Annual 2006.

Children and Libraries Editorial Advisory

Function Statement:	To determine editorial policy for the ALSC journal <i>Children and Libraries</i> , subject to review by the ALSC Board. To suggest themes for forthcoming issues. To recommend resource people for articles and review. To review materials for publication upon request by the editor.
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Date Established: 2002

Membership: Editor and ALSC President serve as ex-officio members. 3 members + Chair + 2 virtual members (2-year term staggered). Fall.

Children and Technology

Function Statement: To educate and encourage youth librarians to be leaders on technology issues in their institutions. To identify technology issues impacting youth librarians and to disseminate information to the membership on these issues through programs, training opportunities, and publications both traditional and electronic.

Date Established: February 1997

Membership: Chair, plus nine, two of whom may function virtually and are not required to attend conferences.

Term: Spring, 2 year

Former Function Statement(s):

To educate and encourage youth librarians to be leaders on technology issues in their institutions. To identify technology issues impacting youth librarians and to disseminate information to the membership on these issues through programs, training opportunities, and publications both traditional and electronic. To serve as consultants to the ALSC office on Web Sites and listserves and to suggest protocols for electronic communications and conducting of business by the ALSC Office and Committee Chairs.

Notes:

Function statement revised and approved by ALSC Board, Annual 2002. 2 virtual members approved by ALSC Board, Midwinter 2007.

Children's Book Discussion Group

Function Statement: To provide a forum for the discussion and evaluation of children's books.

Date Established: 1998 Midwinter Meeting

Children's Collection Management in Public Libraries Discussion Group

Function Statement: To provide a forum for the discussion of common issues and concerns in children's collection development and maintenance.

Date Established: September 2003

Membership: Membership will be open to all who wish to attend, per Division policy on discussion groups (August 2003)

Collections of Children's Books for Adult Research Discussion Group

Function Statement: To provide a forum for the discussion and study of specific collections of

materials for children in terms of their research value.

Authorization: Bylaws, Article IX, Section 1
Date Established: June 1978
Membership: Bylaws, Article IX, Sections 3 and 4. Limited to ALSC members.
Notes: Petition accepted by Board, Midwinter 1978; function statement accepted, Annual 1978.

Former Function Statement(s):

To provide a forum for the discussion and study of specific collections of materials for children in terms of their research value.

Distinguished Service Award

Function Statement: To administer annually an award to recognize an individual who has made a significant contribution to children's services and ALSC.
Authorization: Bylaws, Article VII, Section 1, as a standing committee.
Date Established: 1990
Membership: Chair, plus four
Term: Midwinter, 1 year
Notes: Charge and term changed, Annual 1996

Former Function Statement(s):

To administer an award to recognize an individual who has made a significant contribution to children's services and ALSC.

Early Childhood Programs and Services

Formerly Preschool Services and Parent Education

Function Statement: To identify and disseminate information on effective, cooperative, or innovative programs for young children to libraries, childcare providers, and community agencies serving young children (birth to school age). To develop training workshops on early childhood programs and services and present them at conferences and institutes and for other institutions serving youth. To cooperate as appropriate with other ALSC committees and other associations working with the young child to initiate activities and projects.
Authorization: Bylaws, Article VIII, Section 1, as a Standing Committee.
Date Established: June 1972
Membership: Chair, plus seven.
Term: Spring, 2 year

Notes: Made a Standing Committee, Midwinter 1976.

The Board requested that the committee revise the proposed function statement to include the second sentence of the existing School-Age Programs and Services Committee.

Former Function Statement(s):

- 1) To recommend action for coordinated community service to preschool children; recommend media lists, and encourage training workshop action programs to get families of young children into closer library involvement. To draw up plans for adult, young adult, and children's departments to work together recruiting volunteers to work with small children and books. To initiate activities or projects in this area appropriate to ALSC's field of responsibility.
- 2) To recommend action for coordinated community service to early childhood, recommend media lists, and encourage training workshop action programs to get families of young children into closer library involvement. To draw up plans for adult, young adult, and children's departments to work together recruiting and training volunteers to work with small children and books. To initiate activities or projects in these areas appropriate to ALSC's field of responsibility.

Education

Function Statement: To review the elements considered essential to the formal academic continuing education of children's librarians. To inform the ALSC Board of members' needs and concerns regarding continuing education, and to assist in the initiation of programs and new publications to meet these needs and concerns. To be responsible for periodic review of ALSC Competencies. To represent ALSC at appropriate ALA committees, councils, and assemblies, and to serve as a liaison to these bodies as directed by the ALSC Board.

Authorization: Bylaws, Article VIII, Section 1, as a Standing Committee.

Date Established: June 1979

Membership: Five members, including the chairperson, who shall serve as ALSC's liaison with SCOLE and as representative to the ALA Library Education Assembly.

Term: Spring, 2 year

Notes: Name changed from "Continuing Education Committee" to "Education Committee."

Chair also serves on ALA Library Education Assembly.

Function revised and approved by ALSC Board, Midwinter 1989.

Function revised and approved by ALSC Board, Annual 2000.

Function revised and approved by ALSC Board, Midwinter 2002.

(Theodor Seuss) Geisel Award Committee

Function Statement: To select from the books published the preceding year within the terms, definitions and criteria governing the awards, the most distinguished American book for beginning readers.

Date Established: April 2004

Membership: 6 + Chair

Term: 2 years, Fall (see Notes)

Notes: Board approved function statement change. April 4, 2007.
Former function statement: "To select author(s) and illustrator(s) of a beginning reader book who demonstrate great creativity and imagination in his/her/their literary and artistic achievements to engage children in reading."

BOARD ACTION: "The term is for a single year's award. Attendance at the first Midwinter conference and last Annual conference is optional but strongly encouraged." Annual 2006.

Great Interactive Software for Kids

Function Statement: To select, annotate, and present for publication, within the criteria and procedures established for selection, a biannual list of exemplary computer software and multi-platform media currently available. To define and develop guidelines and criteria for the evaluation of interactive software and electronic media.

Authorization: Bylaws, Article VIII, Section 1, as a Standing Committee.

Date Established: January 1987

Membership: Five members, plus chairperson
See also: Policy for membership on Media Evaluation and Award Committees.

Term: Fall, 2 year

Notes: Name Change and Function Statement revised February, 2007

Former Name:

Notable Computer Software for Children (changed to GISK on 2/20/07)

Former Function Statement(s):

To select, annotate, and present for annual publication a list of notable children's software and electronic media such as CD-ROM, DVD-ROM, and other online subscription formats released in the calendar year prior to the date of their selection. To define and develop guidelines and criteria for the evaluation of computer software and electronic media.

The above function statement was active from 1/2002 - 2/2007

To define and develop guidelines and criteria for the evaluation and selection of computer software. To recommend to the Board a means of publishing and sharing the recommendation made through the application of the selected guidelines and evaluative criteria. To identify and suggest to the Board

cooperative projects within and without the American Library Association involving computer software accessible to children within their homes and libraries.

The charge of the Computer Software Evaluation Committee to be rewritten to include the evaluation of electronic media. O & B submitted the following charge to the ALSC Board for approval (changes noted in **bold** type):

To define and develop guidelines and criteria for the evaluation and selection of computer software **and other electronic media such as CD Rom, interactive video, and laser disc**. To recommend to the Board a means of publishing and sharing the recommendations made through the application of the selected guidelines and evaluative criteria. To identify and suggest to the Board cooperative projects within and without the American Library Association involving **electronic media** accessible to children within their homes and libraries.

The Board approved this change in charge. Midwinter 1993.

To select, annotate and present for publication annually a list of notable computer software and electronic media produced in the calendar year prior to the date of their selection. To define and develop guidelines and criteria for the evaluation of computer software and electronic media. To identify and suggest to the Board cooperative projects within and without the American Library Association involving electronic media accessible to children within their homes and libraries.

Great Web Sites Committee

Function Statement:	To administer and evaluate ALSC's GreatSites within the criteria and procedures established for selection and reconsideration. To complete other Web site selection tasks as appropriate. To maintain communication with the Children and Technology Committee. To work closely with the ALSC staff liaison and the director of the ALA Public Information Office. The committee will function electronically.
Date Established:	1999, as 700+ GreatSites Task Force
Membership:	Chair, co-chair, and seven members (9 total) ALSC will invite REFORMA to appoint a Spanish-speaking member to serve a two-year term for the purpose of evaluating the existing websites on "Lugares en español para niños" on the GWS site and evaluating new Spanish-language web sites for inclusion on this Spanish-language page of GWS. This term will begin immediately upon appointment and will end December 31, 2005 (March 2004)
Term:	Fall, 2 year; after the 2002-2003 appointment cycle.
Notes:	Board approved the change in membership and the revision of the function statement at Midwinter Meeting, 2002.

Former Function Statement(s):

To administer and evaluate ALA's GreatSites within the criteria and procedures established for selection and reconsideration. To complete other Web site selection tasks as appropriate. To maintain communication with the Notable Children's Web Sites Committee and the Children and Technology Committee. To work closely with the ASLC staff liaison and the director of the ALA Public Information Office. The committee will function electronically.

(Maureen) Hayes Award Selection

Function Statement: To select annually the recipient of the Maureen Hayes Award, given to an ALSC member library to fund a visit from an author and/or illustrator who will speak to children who have never before had the opportunity to hear a nationally-known author or illustrator. To prepare and disseminate to the membership information about the award and about the recipient.

Authorization: Bylaws, Article VIII, Section 1, as a Standing Committee.

Date Established: 2006

Membership: Chair + 4

Term: Spring, 2 year

Notes: Committee began in 1993 as "Task Force to develop ALSC/Simon & Schuster Award," then changed to an ad-hoc committee with a three-year term by Board vote at Midwinter 2005. Board agreed at Annual Conference 2006 to seek long-term funding for the award.

Intellectual Freedom

Function Statement: To serve as a liaison between the division and the ALA Intellectual Freedom Committee and all other groups within the association concerned with intellectual freedom. To advise the division on matters before the Office for Intellectual Freedom and their implication for library service to children and to make recommendations to the ALA Intellectual Freedom Committee for changes in policies involving library service to children; to promote in-service and continuing education programs in the area of intellectual freedom for those who select library material for children.

Authorization: Bylaws, Article VIII, Section 1, as a Standing Committee.

Date Established: July 1974

Membership: Seven members, including the chairperson.

Term: Spring, 2 year

Notes: The chairperson serves as ALSC's representative to the Freedom to Read Foundation Board.

As a Standing Committee. Originally established Annual 1973 as an ad hoc committee. Function statement revised, Midwinter 1978.

International Relations

Function Statement: Within the association's field of responsibility to encourage and facilitate the use of library techniques and knowledge throughout the world; to exchange professional information, ideas, and literature; to act as liaison with international organizations. To identify individuals and organizations which can serve as a resource for reading and reviewing books in languages other than English. To have the responsibility to develop annotated selective bibliographies of children's books available in the United States: in English that reflect the cultural diversity and/or pluralistic nature of the lifestyles and peoples of the world; translated into English from another language; bilingual; and, in languages other than English.

Authorization: Bylaws, Article VIII, Section 1, as a Standing Committee
Date Established: July 1973*

Membership: Nine members, including the chairperson

Term: Spring, 2 year

Notes: Revised Midwinter 1978; Annual 1978; focus, frequency, distribution & criteria added Midwinter 1985.

*Formerly CSD Subcommittee of ALA International Relations Committee; ALA discharged all subcommittees July 1973.

Committee charge changed Midwinter 1996.

Former Function Statement:

Within the association's field of responsibility, to encourage and facilitate the use of library techniques and knowledge throughout the world; to exchange professional information, ideas, and literature; to act as liaison with international organizations; to have responsibility for preparation of a biannual bibliography of children's books published in the United States which would reflect the cultural diversity and/or pluralistic nature of the lifestyles and peoples of the U.S.A.; to keep the ALSC Board informed of those projects of ALA which are of international scope and suggest ways in which service to children might be incorporated.

Legislation

Function Statement: To serve as a channel of communication on legislative matters between the ALA Legislation Committee and the Division, recommending to the ALSC Board changes as necessary in federal, state, and local legislation proposed by the ALA Legislation Committee. To call to the attention of the ALA Legislation Committee and to recommend to the ALSC Board endorsement or revision of legislation affecting children that might be proposed or supported by the ALA Legislation Committee.

Authorization: Bylaws, Article VIII, Section 1, as a Standing Committee

Date Established:	July 1974
Membership:	Six members plus the chairperson. The chairperson to be ALSC's representative to ALA's Legislative Assembly. One member to be a current or past (within three years) ALSC Board member. Staff member from the Washington Office to be invited to serve Ex-Officio.
Term:	Spring, 3 year, staggered
Notes:	Membership revised Annual 2006 to include a current or past ALSC Board member. Function statement revised Midwinter 1978, Midwinter 1983, Midwinter 1984. Chair serves on ALA Legislative Assembly.

Former Function Statement(s):

To serve as a channel of communication on Legislative matters between the ALA Legislation Committee and the Division, recommending to the ALSC Board changes, as necessary, in federal, state, and local legislation proposed by the ALA Legislation Committee, and advise on ALSC interests in the proposals before ALA Council. To call to the attention of the ALA Legislation Committee and to recommend to the ALSC Board endorsement or revision of legislation affecting children that might be proposed or supported by ALA Legislation Committee. To inform librarians working with children of pending legislation, particularly that which affects children, and to encourage the art of lobbying.

Liaison with National Organizations Serving Children and Youth

Function Statement:	To explore, recommend, initiate and implement ways of working with organizations that serve children or work for their benefit; to promote libraries and reading to these organizations; to promote awareness of these organizations' activities, services and informational materials to ALSC members.
Authorization:	Bylaws, Article VII, Section 1, as a Standing Committee
Date Established:	January 1968
Membership:	2 co-chairs and 14 members (each member responsible as liaison to two organizations)
Term:	Spring, 3 year

Notes: Membership changed from 2 co-chairs + 13 to 2 co-chairs + 14 at Annual 2006. Authorized initially for 3 years as a special committee with subsequent renewal. Name change (insert "National"), Annual 1979. Changed from special to standing committee, Midwinter 1980. Function & Procedures revised Midwinter 1983.

Those ALSC members who actually serve as liaisons to the organizations are appointed in the Spring by the Vice-President/President-Elect for a 3 year term. One re-appointment for a second term is possible. Per Ann Weeks & Marjorie Jones (11/6/86).

Board voted that *Children & Libraries Journal* subscriptions be provided for those organizations not currently receiving a *Children & Libraries Journal* and with which ALSC has relationships, Annual 1981.

Change in function statement, Midwinter, 1996.

Change in function statement, Annual, 2002.

Former Function Statement(s):

- 1) To explore, recommend, initiate and implement ways of working with other organizations that work with and for children.
- 2) To explore and recommend to the ALSC Board liaison relationships with other national organizations that work with and for children, in order to further ALSC's objectives and promote library service to children. To maintain and communicate with these organizations and to engage in cooperative activities of mutual benefit. To implement contact with these organizations and to engage in cooperative activities of mutual benefit. To identify ALSC members who will be liaisons with these organizations. To receive reports from and coordinate the activities of these ALSC liaison members. To identify or prepare materials which promote library services, especially those designed for children, which are suitable for use with national organizations. To be aware of and to work with other groups within ALA whose activities relate to the function of this committee.
- 3) To explore, recommend, initiate, and implement ways of working with adult organizations that serve children or work for their benefit; to promote libraries and reading to these organizations.

Library Service to Special Population Children and Their Caregivers

Function Statement: To speak for special populations children and their caregivers; these may include those who have learning or physical differences, those who are speaking English as a second language, those who are in a non-traditional school environment, those who are in non-traditional family settings (such as teen parents, foster children, children in the juvenile justice system, and children in gay and lesbian families), and those who need accommodation service to meet their needs. To offer leadership in discovering, developing, and disseminating information about library materials, programs, and facilities for special population children and their caregivers; to develop and maintain guidelines for selection of useful and relevant materials; and to discuss, develop, and suggest ways in which library education programs can prepare librarians to serve these children and their caregivers.

Authorization: Bylaws, Article VIII, Section 1, as a Standing Committee

Date Established: 1964*

Membership: Seven members, including the chairperson.

Term: Spring, 2 year

Notes: Function statement revised, Midwinter 1978, Annual 1978, Annual 2002.

*Made a standing committee in 1971. Deleted "exclusive of the gifted" from function statement, 1971. Changed name from "to Exceptional Children" to present name, 1976. Changed name from "to Children with Special Needs" to present name, 2002.

Former Function Statement(s):

- 1) To offer specific leadership in discovering, developing, and disseminating information about library materials, programs, and facilities for children with special needs, that is those children who require a modification of customary delivery of library services to meet their needs. To develop and disseminate guidelines for selection of materials to such children. To discuss and suggest ways in which library education programs can prepare librarians to serve these children. To be aware of work with other groups within ALA whose activities relate to the function of the committee.
- 2) To explore the areas which need to be developed by libraries to meet the needs of materials and library programs for exceptional children, and to explore the ways in which library training programs can prepare librarians in these areas. To offer specific leadership in discovering, developing, and disseminating information about library materials, programs, and facilities for children with special needs, that is, those children who require a modification of customary delivery of library services to meet their needs. To develop and maintain guidelines for selection of materials to such children. To discuss and suggest ways in which library education programs can prepare librarians to serve these children.
- 3) To speak for special population children and their caregivers; these may include those who have learning or physical differences, those who are speaking English as a second language, those who are in a non-traditional school environment, those who need accommodation service to meet their needs. To offer leadership in discovering, developing and disseminating information about library materials, programs and facilities for special population children and their caregivers; to develop and maintain guidelines for selection of useful and relevant materials; and to discuss, develop and suggest ways in which library education programs can prepare librarians to serve these children and their caregivers.

Local Arrangements

Function Statement: To work with the President and Executive Director in performing the tasks

necessary to make ALSC Annual Conference functions run smoothly. Tasks delegated to the committee vary from year to year but generally include:

1. Providing monitors for ALSC business and program meetings; distribution of programs or other materials at such meetings.
2. Arranging (with President and Executive Director) for N/C decorations, music, etc. Distributing programs, favors, etc. Providing hostesses at N/C Celebration affairs and handling ticket collection. Managing flow into and out of the Banquet, receiving line, etc.
3. Meeting requests for local information and photos, including posting local information on ALSC-L listserve.

Authorization: Bylaws, Article VIII, Section 3, as a Special Committee.

Membership: Varies from 5 to 7, depending on site and type of events planned. Appointment is made annually for one year. Members must live near the conference site.

Term: 1 year

Managing Children's Services Committee

Function Statement: To identify issues relating to the management of children's services; to determine if these issues are being addressed by other divisions or committees; to cooperate as appropriate; and to initiate action to address these issues. Issues may be referred to the Committee by the ALSC Board or the Managing Children's Services Discussion Group.

Authorization: Bylaws, Article VIII, Section 1, as a Standing Committee

Date Established: January 1990

Membership: Chair, plus nine, plus one LAMA Liaison

Term: Spring, 2 year

Managing Children's Services Discussion Group

Function Statement: To provide a forum for discussion of concerns of ALSC members that relate to managing children's services, to provide an opportunity to share management expertise, and to lend support to children's specialists, especially those new to ALA/ALSC.

Authorization: Bylaws, Article VII, Section 1

Date Established: July 1980

Membership: Sections 3 and 4. Limited to members of ALSC.

Membership

Function Statement: To plan campaigns for recruiting and securing new members for ALSC at the national, state, regional, and local level. To serve as a channel for communication on membership matters between the ALA Membership Promotion Task Force and the division. To plan and assume responsibility for conference orientation sessions and to welcome and introduce new members to ALSC purposes and procedures.

Authorization: Bylaws, Article VIII, Section 3, as a Standing Committee.

Date Established: January 1976

Membership: A chairperson and ten members, eight to be located in specific regions, two to be designated from projected annual conference areas. All terms shall be for two years, with the chairperson and five members being appointed in one year, and five members to be appointed in the next.

Term: Spring, 2 year

Notes: BOARD ACTION, Annual 1980: "That one letter annually be sent by presidents of ALSC to members who do not renew ALSC membership, urging renewal." (Implemented by ALSC Office for the President).

Board endorsed goal of 5,000 personal members, Midwinter 1980.
Membership and function revised, Annual 1978. Membership revised from eight to ten members, Midwinter 1986.

Function statement changed, Annual 1996.

Former Function Statement(s):

1. To plan campaigns for recruiting and securing new members for ALSC at the national, state, regional, and local level.
2. To plan and assume responsibility for conference orientation sessions and to welcome and introduce new members to ALSC purposes and procedures.

National Planning of Special Collections

Function Statement: To maintain lists of special collections of children's books and related materials now available in libraries. To encourage the creation of new collections and the strengthening of existing collections. To identify types of collections that need to be established. To establish criteria for defining a special collection. To explore and suggest ways in which special collections can be used locally, nationally, and internationally. To publicize research trends in the field of special collections. To plan and present appropriate programs.

Authorization: Bylaws, Article VIII, Section 1, as a Standing Committee

Date Established: 1965

Membership: Seven members, including the chairperson. Various parts of the country and different types of libraries should be represented.

Term: Spring, 2 year

Notes: Committee authorized to continue 1968. Revised Annual 1978. Changed from Special to Standing Committee, Midwinter 1980.

Former Function Statement(s):

To maintain lists of special collections of children's books now available in libraries. To encourage the creation of new collections and the strengthening of existing collections. To identify types of collections that need to be established. To establish criteria for evaluation of special collections. To explore and suggest ways in which special collections can be used locally, nationally, and internationally.

(John) Newbery Award Selection

Function Statement: To select from the books published the preceding year within the terms, definitions, and criteria governing the awards, the most distinguished contribution to American literature for children.

Authorization: Bylaws, Article V, Section 1, as a Standing Committee; Section 2 authorizes the constitution of the committee membership; Article IX, Section 2 Nominating Committee shall present at least sixteen (16) candidates for eight (8) Newbery Awards Committee members-at-large to be elected to the Newbery Award Committee.

Date Established: 1922

Membership: The Newbery Award Committee shall consist of the following fifteen (15) members: Eight (8) members to be elected annually from a slate of no fewer than sixteen (16), a chairperson appointed by the president, and six (6) members appointed by the president.

Term: Fall, 2 years (see Notes)

Notes: *Bylaws revision (1978) effective 1979 for 1980 Committee changed authorization and membership of the Committee.

At Midwinter Meeting 1989, The Board of Directors requested that the ALSC office include in the packet to the Nominating Committee Chair a list of persons who served on the Awards Committee for the previous five years. Also included will be the recommendation that members who have served in the previous five years on ALSC Awards Committees not be nominated.

BOARD ACTION: "The term is for a single year's award. Attendance at the first Midwinter conference and last Annual conference is optional but strongly encouraged." Annual 2006.

Bylaws revision (2008) to Article VIII, Section 2, effective in 2009 for 2010 Committee, changed authorization and membership of Committee.

Nominating

Function Statement: To select candidates for election for the following year. To select candidates to fill any occurring vacancies.

Authorization: Bylaws, Article X, Section 1, as a Standing Committee. Sections 2 & 3.

Date Established:	1967
Membership:	Four members, plus chair, all to be appointed by the ALSC President-Elect. No member of the Board of Directors shall be appointed to this committee. Members may serve more than once on this Committee, but not more often than once every five years, for a maximum of three terms. A past committee member may be appointed to serve one term as chair within the five years. The Past-President of ALSC shall be appointed to serve on the Nominating Committee the year after leaving the Board. (voted by the ALSC Board at Midwinter 2008; see also the Bylaws change reflecting this change, adopted by membership vote May 2008).
Term:	Fall, 1 year
Notes:	Revised membership, Annual Conference 1978. Revised membership, Annual Conference 1994. Bylaws revision (May 2008)- revised membership statement. Former membership statement (as of May 2008): Not less than three members, plus a chairperson, to be recommended by the president-elect at the Midwinter Meeting for appointment by the Board. No member of the Board shall be appointed to this committee. No member of ALSC shall serve more than once on this committee. With the exception of the past president of the ALSC Board who shall be appointed to serve on the nominating committee the year after leaving the Board. (Amended Annual Conference, 1994).

Notable Children's Books

Function Statement:	To select, annotate, and present for publication annually the list of Notable Children's Books of the preceding year.
Authorization:	Bylaws, Article VII, Section 1, as a Standing Committee.
Date Established:	1940
Membership:	Eleven members, including the chairperson.
Term:	Fall, 2 year
Notes:	Name changed from Book Evaluation to Notable Children's Books, Annual 1977. Qualification for membership revised Annual 1977. BOARD ACTION Annual 1976: "The ALA Notable Children's Books List, compiled by the ALSC Book Evaluation Committee, shall include the annual selections of the Newbery and Caldecott Award and Honor Books." BOARD ACTION Annual 1981: "The ALA Notable Children's Books List, compiled by the ALSC Notable Children's Books Committee, shall include the books selected annually by the Batchelder Award Committee." BOARD ACTION January 2006: "Include the Theodor Seuss Geisel Award winner and honor books automatically on the list of books created by the Notable Children's Books Committee, starting with the first award in 2006."

Increased from five to nine members, July 1974.

Increased from eight, plus one chair, to ten, plus one chair, July 1995.

Notable Children's Recordings

Function Statement:	To select, annotate, and present for publication an annual list of notable audio recordings, disc or tape form, of interest to children. To reevaluate and recommend change as needed in the ALSC criteria for selection of recordings of interest to children. To identify titles for consideration by other committees evaluating for a specific clientele or purpose. To carry on other audio recording evaluation projects as assigned by the ALSC Board.
Authorization:	Bylaws, Article VII, Section 1, as a Standing Committee
Date Established:	January 1974
Membership:	Nine members, including the chairperson.
Term:	Fall, 2 year
Notes:	Changed from Special to Standing Committee, Midwinter 1980. Function revised: Annual 1986, Annual 1987. Membership changed from five to eight, Midwinter 1987. Membership changed from eight to nine. Name changed from Recording Evaluation to Notable Children's Recordings at Midwinter 1998.

Notable Children's Videos

Function Statement:	To select, annotate, and present for publication annually a list of notable videotapes and video- discs of interest to children, available for use in homes and libraries, produced in the two calendar years prior to the date of their selection. To re-evaluate and to recommend changes as needed in the ALSC criteria for selection of notable videotapes and videodiscs of interest to children. To identify titles for consideration by other committees evaluating for specific clientele or purpose. To carry on other video evaluation projects as assigned by the ALSC Board.
Authorization:	Bylaws, Article VIII, Section 1, as a Standing Committee.
Date Established:	January 1964
Membership:	Ten members, plus chairperson See also: Policy on Membership on Media Evaluation and Award Committees.
Term:	Fall, 2 year
Notes:	Increased from five to nine members, Midwinter 1976; changed from special to

standing committee, Midwinter 1980. Increased from eight to ten members, Midwinter 1987. Revised by Board, Midwinter 1978, Midwinter 1987, Midwinter 1988.

Name changed from Film and Video Evaluation to Notable Children's Videos, Midwinter 1998.

Function Statement revised to reflect name change, Midwinter 1998.

Former Function Statement(s):

To select, annotate, and present for publication annually a list of notable films, videotapes and videodiscs of interest to children, available for use in homes and libraries, produced in the two calendar years prior to the date of their selection. To reevaluate and to recommend change as needed in the ALSC criteria for notable films, videotapes and videodiscs of interest to children. To identify titles for consideration by other committees evaluating for specific clientele or purpose. To carry on other film and video evaluation projects as assigned by the ALSC Board. To implement the Film and Video Recommendation Policy and Procedures.

ALSC/Booklist/YALSA Odyssey Award Selection Committee

Function Statement	To select annually the best audiobook produced for children and/or young adults, available in English in the United States and, if desired, to also select honor titles.
Authorization	Bylaws, Article VIII, Section 1, as a Standing Committee.
Membership	Chair (alternating between ALSC and YALSA) + 4 ALSC members and 4 YALSA members
Date Established	June 2006
Term:	Fall, 1 year

Oral History

Function Statement:	To continue to collect audio taped interviews and individual recollections of leaders in the Association for Library Service to Children for the ALSC Oral History Collection; to report annually to the Board on the status of the Collection; to participate actively and to engage the participation of others in the further development of the Collection through interviewing, reviewing individual tapes, preserving and reformatting, working to improve access to the Collection, and calling the Collection to the attention of researchers and others who would find it useful.
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Authorization:	Bylaws, Article VIII, Section 1, as a standing committee
Membership:	Six members plus chair
Date Established:	January 2001
Term:	Spring

Organization and Bylaws

Function Statement:	To develop for presentation to the Board of Directors a plan for the structure and function of each new committee or discussion group. To study, review
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and, if necessary, make recommendations to the Board for revision of structure or function, addition, or discontinuation of committees and discussion groups. To make recommendations to the Board on organizational matters affecting ALSC as a whole, and to serve as liaison with the ALA Committee on Organization upon request of the Board. To serve, upon request, in an advisory capacity to priority group consultants, committee, and discussion groups on organizational matters in ALSC or between ALSC and other ALA divisions. To consider, develop, and present to the Board and subsequently to membership, suggested amendments to the Bylaws. To assist in interpretation of the Bylaws to the Board, the membership, and the ALA Constitution and Bylaws Committee.

- Authorization: Bylaws, Article VIII, as a Standing Committee.
- Membership: Five members, including the chairperson. Requires knowledge and understanding of division's objectives, organization and committee structure.
- Term: Spring, 2 year
- Notes: Function revised, Annual 1978; Annual 1980; Midwinter 1989.

Penguin Young Readers Group Award Selection Committee

- Function Statement: To select annually, in accord with the terms of the award, four children's librarians, who work directly with children, to receive the award.
- Authorization: Bylaws, Article VIII, Section 1, as a Standing Committee.
- Date Established: 1976
- Membership: Three members plus chairperson.
- Term: Spring, 2 year
- Notes: Originally named Charles Scribner's Sons Awards Selection Committee.
- Name Changed to Penguin Putnam Books for Young Readers Award from Putnam and Grosset Books Group Awards Section, in 1998.

Preconference Planning

- Function Statement: To plan the ALSC Preconference to be held during the ALA Annual Conference.
- Authorization:
- Date Established:
- Membership: 3 co-chairs
- Term:
- Notes:
- History:

Preschool Services and Parent Education

See Early Childhood Services and Programs

Preschool Services Discussion Group

Function Statement: To provide a forum for discussion of concerns that relate to preschool services.

Authorization: Bylaws, Article IX, Section 1.

Date Established: June 1989

Membership: Bylaws, Article IX, Section 3 and 4. Limited to ALSC members.

Program Coordinating

Function Statement: To serve as a liaison between ALSC committees and groups who are developing programs for conferences, institutes and preconferences to ensure quality and eliminate overlap; to work within the organization to encourage and stimulate creative programming that will provide a wide range of themes and topics appealing to a diverse membership; to review program proposals for membership appeal, relevancy, quality and value; to provide support in actual planning and implementation once approved; to submit requests for approval by the ALSC President.

Authorization: Bylaws, Article VIII, Section I

Date Established: January 2001

Membership: Chair + 5 members, including the past chair who serves an additional year as the ALSC representative to the ALA Conference Planning Coordinating Team (CPCT)

Term: Spring

Public Awareness

Function Statement: To promote awareness of the value of excellent library service for all children. To plan, execute, coordinate, and disseminate public awareness campaigns about the importance of library service for youth. To provide public awareness learning opportunities for library staff and other stakeholders.

Date Established: January 2007

Term: Spring, 2 year.

Members: Chair + 8. One member to be liaison from current ALSC Board. One member to serve as liaison to ALA's Advocacy Coordinating Group.

Notes: Began in 2004 as the @ your library Campaign Task Force; changed to standing committee and renamed at MW07 in Seattle. Change to take effect as of the close of AC07 in Washington, DC.

Public Library-School Partnership Discussion Group

Function Statement: To provide a forum for the discussion of cooperative or collaborative projects that link schools and local public libraries.

Date Established: Midwinter, 1998.

Publications

Function Statement: To act as a clearinghouse for new ALSC publications in consultation with the ALSC Board of Directors; to solicit proposals from ALSC committees, discussion groups, and individual members for books and pamphlets/brochures dealing with children's materials, services to children and children's librarianship to serve the needs of ALSC members; to review all proposals submitted for consideration, to recommend revisions, to select, and then forward outstanding proposals to present to the ALSC Board; to prepare for Board considerations at timely intervals proposed changes in policies and guidelines for ALSC publications; to include with proposals design and marketing strategies as deemed necessary; to review previous publications regularly for accuracy, relevancy, and currency, and to recommend they be maintained, revised/updated, or discontinued; to report biannually to the ALSC Board of Directors on the current status of projects in progress or under consideration by the ALSC Publications Committee.

Authorization: Bylaws, Article VIII, Section 1, as a Standing Committee

Date Established: 1980

Membership: Five members, plus the chairperson.

Term: Spring, 2 year

Notes: Membership changed to six, Annual Conference 1992.

Function statement revised, Annual 2002.

Former Function Statement(s):

To provide for continuity and balance in ALSC publications by coordinating and advising on all materials to be formally published by ALSC with the exception of *Journal of Youth Services in Libraries*. To promote and stimulate media of current and continuing interest for ALSC members, and to assist in the expedition of their timely publications. To prepare for Board consideration policies and general guidelines for ALSC publications, including procedures for submission of ideas, preparation of the manuscript, and completion of actual publication process. To establish guidelines for, receive, consider, and advise on all proposals for specific publications from committees, discussion groups, etc., prior to their submission to the ALSC Board of Directors. To develop and present to the Board of Directors proposals for new publications whose need in the ALSC publication program has become apparent. To regularly review previous publications and present proposals to the Board for revision or elimination. To report to the ALSC Board of Directors at each conference on

the current status of the ALSC publications program, including projects both projected and in progress.

Quicklists Consulting Committee

Function Statement:	To serve as consultants and to promote books and other resources through recommendations, compilations of lists, and related services for mass media, individuals, and institutions/organizations involved in the production of programs, films, and other materials/services for children, their families, caregivers, and teachers. Requests will be made through the ALSC Office. Quicklists Consulting Committee will function electronically. Attendance at conference will be optional with the exception of the committee chairs.
Authorization:	Bylaws, Article VII, Section 1, as a Standing Committee.
Date Established:	January 1978
Membership:	Three co-chairs appointed in staggered years, plus 12 members; two members are bilingual (Spanish/English).
Term:	Spring, 2 year
Notes:	Replaces the Children's Materials in Relation to Mass Media Committee, 1972-1978. Membership increased from five to seven members, Midwinter 1984. Name changed from liaison with Mass Media, Annual 1999. Function Statement changed, Annual 1999. Function statement changed, Annual 2001 to read, "...with the exception of the committee <i>chairs</i> ." Membership increased from chair + 7 members to 2 co-chairs + 10 members, Annual 2001. Membership increased to three co-chairs plus twelve members, Spring Executive Committee Meeting, 2002.

Former Function Statement(s):

To initiate and maintain professional relationships with persons and organizations involved in the production and promotion of films, programs, and materials for children to be disseminated through the mass media. To encourage quality in mass media programs and productions for children. To maintain an active liaison relationship with Action for Children's Television (ACT) and other appropriate groups. To develop and maintain, in the major geographic areas where production of mass media (programs and films) is centered, cadres of ALSC members willing and able to prepare selective bibliographies. To arrange, on request, for these members to develop specific bibliographies on related or specific programs or films in accord with criteria established.

Research and Development

Function Statement:	To discover areas of library service to children in need of study and development, and to stimulate, and encourage such research. To advance library service to children through the use of research and statistics. To educate children's librarians on the value and use of research and statistics. To serve as a liaison to the ALA and division research committees as
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appropriate.

Authorization: Bylaws, Article VIII, Section 1, as a Standing Committee.
Date Established: 1970
Membership: Seven members, including the chairperson.
Term: Spring, 2 year
Notes: Function revised, Annual 1978.

Function revised approved by ALSC Board, Annual 2000.

Former Function Statement

To discover areas of library service to children in need of study and development, and to stimulate, encourage and guide such research. To compile abstracts of pertinent research and disseminate research findings. To advance library service to children through the use of research and statistics. To educate children's librarians on the value and use of research and statistics. To serve as a liaison to the ALA and division research committees. To evaluate and to recommend research projects to the ALSC Board for action.

(Charlemae) Rollins President's Program

Function Statement:

Authorization: Bylaws, Article VIII, Section 1, as a Standing Committee.
Date Established:
Membership:
Term: 1 year
Notes:

Scholarships: Melcher and Bound to Stay Bound

Function Statement: To select recipients and alternates for the annual ALSC scholarships: Frederic G. Melcher and Bound to Stay Bound for professional education of librarians to work with children; to assist the office in publicizing the scholarships to potential candidates; and to advise the ALSC Board on needed changes in terms or administration of the scholarships.

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Authorization: Bylaws, Article VIII, Section 1, as a Standing Committee.

- Date Established: 1956
- Membership: The committee is made of five members, including the chairperson. At least one committee member shall be a library school faculty member. An ALSC Program Officer serves as staff liaison.
- Term: Spring, 2 year
- Notes: For information/policy on Newbery and Caldecott Seals, the sale of which provides finance for these scholarships. Membership, function revised Midwinter 1987, Annual 1985. Two scholarships approved, Annual 1978. Committee name changed from "Frederic G. Melcher Scholarship Committee," Midwinter 1985. Melcher & BTSB made a joined committee, Annual 1984.

School-Age Programs and Service Committee

- Function Statement: To identify and disseminate information on effective, cooperative or innovative programming for school-age children to libraries, schools, and community agencies serving youth. To develop training workshops on school-age programs and services and present them at conferences and institutes and for other institutions serving youth. To cooperate as appropriate with other ALSC committees and other associations working with the school-age child to initiate activities and projects.
- Date Established: 1999
- Membership: Chair, plus eight.
- Term: Spring, 2 year

(Robert F.) Sibert Informational Book Award Selection Committee

- Function Statement: To select from the books published in the preceding year within the terms, definitions, and criteria governing the award, the most distinguished American informational book for children.
- Authorization: Bylaws, Article V, Section 1, as a standing committee; Section 2 authorizes the constitution of the committee membership; Article IX, Section 2. Nominating Committee shall present at least ten (10) candidates for at least five (5) members-at-large to be elected to the Sibert Committee.
- 2000
- Date Established: 2000
- Membership: The Sibert Award Committee shall consist of the following nine (9) members: Five (5) members to be elected annually from a slate of no fewer than ten (10), a chairperson appointed by the president, and three (3) members appointed by the president.

- Term: Fall, One (1) year.
- Notes: BOARD ACTION: "The term is for a single year's award. Attendance at the first Midwinter conference and last Annual conference is optional but strongly encouraged." Annual 2006.
- BOARD ACTION: "The Sibert Award honors the most distinguished informational book published in English in the preceding year for its significant contribution to children's literature. The award is presented to **the author, author/illustrator, co-authors, or author and illustrator named on the title page of that book.**" [Effective with the 2006 Sibert Awards]
- Authorization and membership structure revised Annual 2002.
- Bylaws revision (2008) to Article VIII, Section 2, effective in 2009 for 2010 Committee, changed authorization and membership of Committee.

Storytelling Discussion Group

- Function Statement: To provide an on-going opportunity for sharing interest(s) in the art of storytelling in all its diversified forms and methods.
- Authorization: Bylaws, Article VIII, Section 1.
- Date Established: July 1987
- Membership: Bylaws, Article VIII, Section 3 and 4.

(Laura Ingalls) Wilder Award

- Function Statement: To select the recipient of the Wilder Award, established by ALSC to give recognition each two years to an author or illustrator whose books published in the U.S. have, over a period of years, made a substantial and lasting contribution to literature for children.
- Authorization: Bylaws, Article VII, Section 1, as a Standing Committee. Section 2 authorizes the constitution of the committee membership; Article IX, Section 2. Nominating Committee shall present at least six (6) candidates for at least five (3) members-at-large to be elected every other year to the Wilder Committee.
- Date Established: 1954 or 1955
- Membership: The Wilder Award Committee shall consist of the following five (5) members: Three (3) members to be elected every other year from a slate of no fewer than six (6), a chairperson appointed by the president, and one (1) member appointed by the president; committee will serve from the close of Midwinter the following odd year through the close of Midwinter 2 odd years later. The Medal will be presented at the Annual Conference 3 years after the chair and first 2 members are elected)

See also: Policy for Membership on Award Committees.

Term: New members to be appointed in the year the award is given to serve for 2 years beginning with the Adjournment of Midwinter through adjournment of Midwinter. (i.e., 1989 Award, appoint in Fall 1986 to begin end of 1987 Midwinter through end of 1989 Midwinter).

Notes: Revised Midwinter 1978.

Membership changed Annual 1998. Approved at Annual Conference, 1998: Selection—Election of Chair plus 2 members elected, 2 members appointed; the award to be given every 2 years, rather than every 3.

Bylaws revision (2008) to Article VIII, Section 2, effective in 2009 for 2010 Committee, changed authorization and membership of Committee.

Former Function Statement(s):

To select the recipient of the Wilder Award, established by ALSC to give recognition each three years to an author or illustrator whose books published in the U.S. have over a period of years made a substantial and lasting contribution to literature for children.

ALSC/PLA Every Child Ready To Read Evaluation Task Force

Function Statement: To serve to evaluate the impact of the Every Child Ready to Read (ECRR) initiative. The seven (7) member task force will be comprised of the three (3) initiators of the ECRR Evaluation Proposal and up to two (2) representatives from both PLA and ALSC. The responsibilities of the task force includes developing an RFP for the selection of research partners and guiding the project toward goals or benchmarks as outlined in the ECRR evaluation proposal. The Task Force will convene and moderate a stakeholders' audio conference, solicit input from practitioners and provide recommendations regarding next steps based on impact evaluation results, review of current research in the field of early literacy, and stakeholder/practitioner input.

Date Established: February 2007

Term: Until Annual 2008

Members: Chair + 6 members, as noted above

Belpré Questions Task Force

Function Statement: To address questions raised by recent Belpré Committees regarding policies and procedures for the Awards, and to develop a written job description for a REFORMA "cultural competency consultant" for this committee, as agreed at the ALSC/REFORMA Joint Executive Committee Meeting at Midwinter 2008 in Philadelphia.

Date Established: September 2008

Term: Through Annual Conference 2009. Report due to ALSC and REFORMA Boards at Annual Conference 2009.

Membership: Chair + 2 ALSC members + 2 REFORMA members

Friends of ALSC Task Force

Function Statement: To make recommendations to the ALSC Board regarding the Friends of ALSC, including uses for the Friends of ALSC funds, changes in the giving categories and levels, and incentives and benefits for donors. To develop and carry out appeals for donations.

Date Established: September 2008

Term: 2-year, spring

Membership: Chair + 4, each appointee must be either a current member of the Friends of ALSC, and/or a member within the past 3 years

National Institute Planning Task Force

Function Statement:

Date Established:

Term:

ALSC Liaisons with Other National Organizations

For a list of these organizations, please visit the roster page for the Liaison with National Organizations Serving Children and Youth Committee at <http://www.ala.org/alsc>; click on the "Board and Committee Work" link on the left, then log in to see the rosters.

Committees of ALA to Which ALSC Appoints Liaison Members

ALA Appointments Committee

Function: See *ALA Handbook of Organization*

Vice-President/President-Elect serves as ALSC representative; one year term.

ALA Planning and Budget Assembly

Function: See *ALA Handbook of Organization*

Chair of Planning & Budget Committee serves as representative during term as Chair.

ALA Education Assembly

Function: See *ALA Handbook of Organization*

Chair of ALSC Education Committee serves as ALSC representative during term as Chair.

ALA Professional Ethics Committee

Function: See *ALA Handbook of Organization*

President appoints representative; two-year appointment.

ALA Conference Program Coordinating Team

Function: See *ALA Handbook of Organization*

Chair of ALSC Program Planning Committee serves as ALSC representative following term as Chair.

ALA Legislative Assembly

Function: See *ALA Handbook of Organization*
Chair of ALSC Legislation Committee serves as ALSC representative; two year term.

ALA Literacy Assembly

Function: See *ALA Handbook of Organization*

ALA Membership Promotion Task Force

Function: See *ALA Handbook of Organization*
Chair of ALSC Membership Committee serves as ALSC representative; two year term.

ALCTS/CCS Cataloging of Children's Materials

Function: See *ALA Handbook of Organization*
Two ALSC representatives appointed; two year overlapping terms.

Freedom to Read Foundation

Function: See *ALA Handbook of Organization*
Chair of ALSC Intellectual Freedom Committee serves as ALSC representative.

PLA Services to Children and Youth Committee

Function: See *ALA Handbook of Organization*
President-Elect appoints a representative for a two-year appointment.

RUSA: Reference Services for Children and Young Adults

One ALSC representative appointed — Spring; two year term.

Discontinued Committees

ALSC/Association of Booksellers for Children Joint Committee

Caldecott Medal Calendar

Filmstrip Evaluation (formerly Notable Children's Filmstrips)

Grants

JOYS Advisory Committee

National Child and Youth Membership Organization Outreach

Notable Children's Web Sites

Preschool Services and Parent Education (reconstituted as Early Childhood Services and Programs)

Selection of Children's Books and Materials from Various Cultures

Social Issues Discussion Group

Social Issues in Relation to Materials and Services for Children Committee

State and Regional Leadership Discussion Group

ALSC/Tandem Library Books (formerly Sagebrush Education Resources) (2008)

Teachers of Children's Literature Discussion Group