

**Association for Library Service to Children**

Handbook of Organization

Revised June, 2000



**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 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

**ARTICLE I Name**

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

**ARTICLE II Object**

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

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

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

**ARTICLE III Membership and Dues**

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

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



#### **ARTICLE IV Board of Directors**

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

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

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

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

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

#### **ARTICLE V Officers and Duties**

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

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

- (a) The president shall preside at all meetings of the ALSC, the Board of Directors, and of the Executive Committee; shall be an ex-officio member of all standing and special committees except the Nominating Committee; and shall be responsible for the Association program at the annual conference of the American Library Association.
- (b) The executive director shall carry out the policies of the Association under the direction of the Board of Directors; shall be responsible for the operation of the Association Office; and shall serve as a member of the Board of Directors without vote.

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

#### **ARTICLE VI Executive Committee**

Sec. 1. The Executive Committee shall consist of the president who serves as chairperson, the vice-president (president-elect), the past-president, the ALSC/ALA councilor, and the executive director of ALSC.

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

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

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

#### **ARTICLE VII Meetings**

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

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

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

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

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

### **ARTICLE VIII Committees**

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

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

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

Sec. 3. Special Committees for which the Board of Directors has designated no termination date shall automatically expire at the end of two years (at the time of the adjournment of the 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 and Caldecott, shall be appointed for overlapping terms.
- (d) Designation of chairpersons of Standing Committees shall be made annually.
- (e) Chairpersons of Special Committees shall serve for the life of the committee.

- (f) The members and 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. At the Midwinter Meeting of the Board of Directors, the president-elect shall recommend for appointment by the Board a Nominating Committee of not less than three members to select candidates for election the following year. No member of the Board of Directors shall be appointed to this committee.

Sec. 2. The Nominating Committee shall prepare a slate to consist of: two (2) candidates for vice-president (president-elect); and six (6) candidates for three (3) directors, except every third year when four (4) candidates for two directors shall be selected; two (2) candidates for

ALSC/ALA Councilor in appropriate years; fourteen (14) candidates for seven (7) Newbery Awards Committee members-at-large; fourteen (14) members for seven (7) Caldecott Awards Committee members-at-large; two (2) members for one (1) Laura Ingalls Wilder Award Committee member-at-large beginning with the 2001 election and every two years thereafter; two (2) candidates for Newbery Awards Committee chairperson; two (2) candidates for Caldecott Awards Committee chairperson; two (2) candidates for Laura Ingalls Wilder Award Committee chairperson beginning with the 2001 election and every two years thereafter; and candidates to fill vacancies as approved in Article IV, Sec. 3 and Article V, Sec. 3 of these Bylaws. The Nominating Committee shall report its slate of candidates at the Midwinter Meeting of the Board of Directors the year following its appointment.

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

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

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

#### **ARTICLE XI Amendments**

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

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

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

#### **ARTICLE XII Parliamentary Authority**

The Standard Code of Parliamentary Procedure, by Alice Sturgis (McGraw-Hill), latest edition, shall govern the Association for Library Service to Children in all cases in which they are not inconsistent with the Bylaws of this Association and with the Constitution and Bylaws of the American Library Association.

## **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 or junior high school age, when such materials or 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 the children, to parents, teachers, and other adults, and representation of the librarian's concern for the production and effective use of good children's books to groups outside the profession.
5. Stimulation of the professional growth of its members and encouragement of 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 material 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 ALSC Executive Director will arrange to have copies of the ALA Membership Directory (usually available in January) sent to the president and president-elect.

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.\*
- (3) The fiscal year, for which budgets are authorized begins September 1 and expires the following August 31.

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\* ALSC exceptions:

Newbery Awards Committee, Caldecott Awards Committee, Notable Children's Books Committee, Notable Children's Videos Committee, Notable Children's Web Sites Committee, Notable Children's Recordings Committee, Notable Computer Software for Children, Batchelder Award Committee, Nominating 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.



***Journal of Youth Services in Libraries***

Official journal of the Association for Library Service to Children and the Young Adult Library Services Association. Editor(s) are appointed jointly by the Presidents of ALSC and YALSA in consultation with the Executive Directors of the divisions for a three-year term.

Deadlines

Fall issue	early August
Winter issue	early October
Spring issue	early February
Summer issue	early May

*JOURNAL OF YOUTH SERVICES IN LIBRARIES*  
**Policies and Procedures**

Section I: *Journal of Youth Services in Libraries (JOYS)*

A. Statement of Purpose

*Journal of Youth Services in Libraries (JOYS)* is the jointly supported journal of the Association for Library Service to Children (ALSC) and the Young Adult Library Services Association (YALSA) of the American Library Association. The Journal primarily serves as a vehicle for continuing education for librarians working with children and young adults, as a showcase for current practice in both specialties, and as a spotlight for significant activities and programs of both divisions.

As a result of an action of the Joint Meeting of the ALSC and the YALSA Board of Directors at the 1988 Annual Conference in New Orleans, *JOYS* became a refereed journal.

B. Content

The text normally takes the form of original articles, bibliographic essays, and speeches by award winning authors, review of professional materials, and reports of division programs. The articles may be refereed or solicited by the editor(s). The “Top of the News” section is the responsibility of ALSC and YALSA staff.

*JOYS*, in its responsibility as a vehicle for communication for the membership of ALSC and YALSA will contain divisional news, major articles, and other features. Divisional communication may take the form of reports to the membership prepared by the ALSC and YALSA presidents and staff, summaries of the action taken by the divisional Boards 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 and young adults in all types of libraries. Regular features may include editorials, letters to the editor(s), and guidelines for authors.

C. Publications Rights

*JOYS* holds first publication rights to all speeches/papers presented to all ALSC and YALSA preconference and program meetings held during the Annual Conferences and/or Midwinter Meetings of ALA as well as any other ALSC and YALSA workshops, conferences or division-sponsored program activities.

D. Copyright

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

E. Editorial Responsibility

1. The editor(s) has the final responsibility for the content of *JOYS* within the parameters of ALA, ALSC and YALSA policies. The policies are located in the ALA, ALSC and YALSA Handbooks. *JOYS* is the official organ of ALSC and YALSA. The editor(s) assumes an obligation to represent the best interests of the divisions fairly and as fully as possible within the scope of the *Journal* and with due regard to the editor(s)'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(s).
2. The editor(s) are appointed jointly by the presidents of ALSC and YALSA for a three-year term, and are eligible for reappointment.
3. The editor(s) is reimbursed (within the established budget) for expenses incurred in editing *JOYS* and in fulfilling the position requirements as outlined in the formal position description.

G. Joint ALSC/YALSA Editorial Advisory Committee

The joint advisory committee, chaired by the editor(s), serves to:

1. Develop editorial policies for *JOYS* subject to review and approval by the ALSC and YALSA Boards.
2. Recommend to the editor(s) people to serve as referees, reviewers, and contributors.
3. Review material submitted for publication upon request of the editor(s).

F. Advertising

All advertising is subject to publisher's (ALA and the Divisions') 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 them against the publisher. The publisher assumes no responsibility if, for any reason, it becomes necessary to omit an advertisement.

Section II. Personnel

A. The editor(s) of *JOYS* shall:

1. Assume final authority for content of each issue, except for "Top of the News".

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. Chair the Editorial Advisory Committee and carry out all remaining duties spelled out in the formal, written position description for the editor(s).
- B. Division Executive Committee

The executive directors of ALSC and YALSA shall, on an equitable basis:

1. Oversee all aspects of production, distribution, and financial management of *JOYS* within the parameters of ALA, ALSC, and YALSA policies.
  2. Serve as business managers and in that capacity shall:
    - a. Prepare and submit the budget for review by the appropriate bodies.
    - b. Manage the *JOYS* finances.
    - c. Delegate responsibility for *JOYS* to a division staff member.
    - d. Provide information and copy concerning division board actions, activities, programs, etc.
    - e. Arrange for indexing of *JOYS*.
- C. ALA Production Services (ALA/PS)

ALA/PS, in conjunction with the executive directors, shall:

1. Submit production budget to the division staff.
  2. Establish and maintain contracts with suppliers, typesetters, and printers.
  3. Establish the annual production schedule in consultation with the editor(s) and division staff.
  4. Provide production services, e.g., copyright, reprints, copy editing, layout, and proofreading for *JOYS*.
  5. Manage distribution of *JOYS*, 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. Division Journals Marketing Group

The Division Journal Marketing Group consists of representatives from all the division journals with the exception of RUSA. The Group contracts with an advertising manager and works to publish the journals in an efficient and timely manner.

- E. Division Journals Marketing Manager

The marketing manager, in consultation with the division staff, shall promote the journal and procure advertising.

F. S & S Subscription Services, shall record and maintain the subscription records of *JOYS*.

G. ALA Rights and Permissions Office

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

(Revised by the ALSC/YALSA staff February, 2000.)

### **ALSC Newsletter**

Official newsletter of the Association for Library Service to Children. Editor is appointed by the President of ALSC in consultation with the Executive Director for a three-year term.

#### 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.

**ALSC NEWSLETTER**  
**Policies and Procedures**

SECTION I — Policy

A. Statement of Purpose

The ALSC NEWSLETTER is the official newsletter of the Association for Library Service to Children. The NEWSLETTER 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

The ALSC NEWSLETTER 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 the ALSC NEWSLETTER is subject to copyright by ALA and may be photocopied for the noncommercial purpose of educational or scientific advancement.

E. Editorial Responsibility

1. The editor is appointed by the ALSC President for a term of three years. The editor has the final responsibility for the content of the NEWSLETTER within the parameters of ALA and ALSC policies.\* Because the NEWSLETTER 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 the NEWSLETTER and with due regard to the editor's prerogatives in producing a balanced and readable publication.
2. Reimbursement. Within the established budget, the editor shall be reimbursed for the following types of expenses incurred in the editing of the ALSC NEWSLETTER: supplies, postage, telephone, duplicating, and clerical assistance.

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\* ALA and ALSC policies may be found in the ALA "Position Statement and Policies and Procedures" Manual and the ALSC Organization Manual.

F. Advertising

The NEWSLETTER will contain no paid advertisements.

SECTION II — Personnel

A. Editor: The editor of the ALSC NEWSLETTER shall:

1. Assume final authority for content of each issue of the NEWSLETTER.
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 the NEWSLETTER 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 the NEWSLETTER.
5. Manage distribution of the NEWSLETTER, e.g., postal permits, mailing labels, mailing.

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\* ALA and ALSC policies may be found in the ALA “Position Statement and Policies and Procedures” Manual and the ALSC Organization Manual.



- 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 the ALSC NEWSLETTER.

Approved by the ALSC Board, Midwinter 1981.

**Duties and Responsibilities  
of  
Officers  
Executive Committee  
Board of Directors**

## 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 Newbery Award, Caldecott Award, Carnegie Award, Notable Children’s Books, Notable Children’s Video, Notable Children’s Websites, Notable Computer Software for Children, Arbuthnot Honor Lecture, Batchelder Award, Pura Belpré Award, Wilder Award and Nominating Committee.

#### ALA Conference Program Responsibilities

S/He has responsibility for planning, in consultation with the Deputy Executive 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 Fall issue of the *Journal of Youth Services in Libraries/JOYS*. The next spring 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 the ALSC Newsletter.

Customarily, the correspondence with the Board and committee chairpersons concerning arrangements for meetings, notice of meetings, agenda, and preparation and submission of the budget is carried out by the ALSC Executive Director under the direction of the President. Copies of all presidential correspondence should be sent to the Vice-President and ALSC Executive Director. Committee chairpersons and Priority Group Consultants should be copied based on content. Periodically corresponds with the Board of Directors.

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"> <li>• Assumes presidential duties at last ALSC Board meeting.</li> </ul>
<u>July</u>	<ul style="list-style-type: none"> <li>• Submits article to Newsletter.</li> </ul>
<u>July-August</u>	<ul style="list-style-type: none"> <li>• August 1: Submits message to the membership for publication in Fall <i>Journal of Youth Services in Libraries/JOYS</i>.</li> <li>• 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.</li> <li>• May also send instructions to committee chairpersons for years’ program.</li> </ul>

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<u>September-October</u>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Attends Concurrent Meeting and chairs the Executive Committee Fall Planning Meeting.</li> <li>• Submits article to Newsletter by Mid-October.</li> </ul>
<u>December</u>	<ul style="list-style-type: none"> <li>• President, Priority Group Consultants and committee chairs receive a schedule of all meetings scheduled for the Division during the Midwinter Meeting.</li> </ul>
<u>January</u>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<u>Midwinter Meeting</u>	<ul style="list-style-type: none"> <li>• Tentative approval for ALSC budget and budget priorities for coming year given by ALSC Board.</li> <li>• Plans Board Orientation.</li> <li>• Detailed plans for Division program at Annual Conference are shared with the Board.</li> <li>• Attends Division Presidents' Breakfast.</li> <li>• Attends ALA President's function.</li> <li>• Attends ALA Planning and Budget Assembly and Division Officers' meeting with BARC.</li> <li>• Announcement at Press Conference of winners of the Batchelder, Caldecott, Carnegie, Newbery, and Wilder awards and the next Arbuthnot lecturer.</li> <li>• Attends key committee meetings.</li> <li>• Attends ALA Candidates' Forum.</li> <li>• Chairs Priority Group Consultants meeting.</li> <li>• Announcement of following awards at Board meeting: Penguin-Putnam Books for Young Readers, Distinguished Service, Book Wholesalers, Inc., Bechtel and Econo-Clad.</li> </ul>
<u>February</u>	<ul style="list-style-type: none"> <li>• Submits article for Newsletter two weeks after Midwinter Meeting.</li> </ul>
<u>March</u>	<ul style="list-style-type: none"> <li>• Submits article for Newsletter by end of March.</li> </ul>
<u>April</u>	<ul style="list-style-type: none"> <li>• Submits written Annual Report for <i>JOYS</i> and ALA Council by middle of month.</li> </ul>
<u>May</u>	<ul style="list-style-type: none"> <li>• President prepares agenda for Board Meetings at Annual Conference in consultation with ALSC Executive Director</li> <li>• President, in consultation with ALSC Deputy Director, prepares agenda for Division Membership Meeting during Annual Conference.</li> </ul>
<u>June</u>	<ul style="list-style-type: none"> <li>• Docket for Annual Conference Board meeting, including agenda, committee reports, and other background material, mailed to Board members by ALSC office.</li> <li>• Prepares opening remarks for Newbery/Caldecott Banquet.</li> </ul>
<u>June/July</u>	<ul style="list-style-type: none"> <li>• Annual Conference</li> <li>• Presides at all ALSC functions, unless delegated to others.</li> <li>• Attends AASL and YALSA events when invited representing ALSC.</li> <li>• Attends Planning and Budget Assembly and Division Officers with BARC meetings, ALA President's function and Division Presidents' Breakfast.</li> <li>• Attends key committee meetings.</li> <li>• Presents gavel to President-Elect at final Board meeting.</li> </ul>

**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 March, makes appointment of chairs, committee members and representatives to serve during his/her term as President. Appointment should be completed before Annual Conference, preferably 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 and Finance 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 (1-1/2) 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**

Annual Conference	<ul style="list-style-type: none"> <li>Attends Conference and does as many of the following as possible (immediately after 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.</li> </ul>
<u>September</u>	<ul style="list-style-type: none"> <li>Receives information from ALA President-Elect regarding recommendations for possible appointment to ALA committees.</li> </ul>

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<p><u>September or October</u></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<p><u>October</u></p>	<ul style="list-style-type: none"> <li>• Submits Vice-President's statement to Editor of the Newsletter.</li> </ul>
<p><u>October/November</u></p>	<ul style="list-style-type: none"> <li>• By phone and mail, works with Vice-Presidents of AASL and YALSA to prepare questions and agenda for ALA Candidates' Forum.</li> <li>• Finalizes recommendations to ALA President-Elect re. ALA appointment.</li> </ul>
<p><u>Midwinter</u></p>	<ul style="list-style-type: none"> <li>• Submits Nominating Committee recommended appointments to Board for approval.</li> <li>• Attends Executive Committee and Planning and Budget Committee meetings.</li> <li>• Attends key ALSC committee meetings and Priority Group Consultants' meeting.</li> <li>• Attends ALA Planning and Budget Assembly, Division Officers meeting with BARC and Division Presidents' Breakfast.</li> <li>• Request Board approval for preconferences (if planning one), special programs, etc. Receives committee program requests. Reports to the Board on Conference program plans.</li> </ul>
<p><u>March</u></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Submits short message to Editor of Newsletter.</li> <li>• Begin to establish regular phone calls with ALSC Executive Director.</li> </ul>
<p><u>April-May</u></p>	<ul style="list-style-type: none"> <li>• Attends Spring Executive Committee Meeting.</li> <li>• 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.</li> <li>• Attends Arbuthnot Honor Lecture, if possible.</li> </ul>
<p><u>June-July</u></p>	<ul style="list-style-type: none"> <li>• Annual Conference</li> <li>• 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.</li> <li>• Attends key ALSC committee meetings. Conducts Division Leadership meeting.</li> <li>• Acts as a hostess at Newbery/Caldecott Banquet.</li> <li>• Accepts gavel at final Board meeting. Seats and welcomes new Board members.</li> <li>• Conducts "New Business" portion of meeting.</li> <li>• Participates in the ALA Inaugural Banquet.</li> </ul>
<p><u>August</u></p>	<ul style="list-style-type: none"> <li>• Sends at least two photographs to ALSC Executive Director for publicity purposes.</li> </ul>

<u>Throughout the Year</u>	<ul style="list-style-type: none"><li>• Sends and receives copies of all ALSC correspondence of Executive Director and President.</li><li>• Reads ALSC Organizational Manual; refers to ALA policy manual as needed.</li><li>• Attends as many ALSC committee meetings as possible at Annual and Midwinter conferences.</li><li>• Chairs meetings and represents the division when asked by the ALSC President.</li><li>• Clears invitations with President and Executive Director to avoid conflicts in schedule.</li></ul>
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**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 Planning and 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.

## **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, round tables, 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 or 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:

- Thorough knowledge of the principles, practices, and techniques of library science.
- Thorough knowledge of the principles and practices of the areas of library specialization to which assigned.
- Considerable knowledge of American Library Association organizational structure, policies, and programs.
- Considerable knowledge of the principles and practices of administrative management.
- Ability to plan, organize, and direct organizational operations and programs in an association setting.
- 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.
- 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.
- Ability to develop and maintain effective working relationships with other program officials and headquarters employees, association officials and members, and other parties.
- Ability to communicate effectively orally and in writing.

## **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 “Conflict of Interest: Policy for ALSC Board Members (p. 45).

### 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:

ALA Constitution and Bylaws (in the ALA Handbook of Organization)

Division Bylaws

ALSC Handbook of Organization

Division Leadership Manual

ALSC Newbery, Caldecott, and Notable Children’s Books Committee Manuals.

### **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.

## **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 above sources of income. The draft budget as developed by the ALSC Planning and 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 BY-LAWS

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 credit 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 BARCS' 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. *JOURNAL OF YOUTH SERVICES IN LIBRARIES* (separate budget prepared by the Executive Directors of ALSC and YALSA and are included in YALSA and ALSC overall budgets).
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, pre-conferences, 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 and the ALSC Executive Director discuss expected budgetary needs and procedures at their Fall meeting. These are communicated to Chair of the Planning and Budget Committee.
2. The Executive Director, (with the advice and assistance of the Planning and Budget Committee Chairperson) 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, *JOYS* 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 Planning and Budget Committee and Board priorities as a guide, and submits the budget to the CFO 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 Planning and 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 final 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?

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\* The Planning and Budget committee should apply these questions on the Board's behalf in all matters under consideration.



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?
  - 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 *JOYS* 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 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.

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\* ALSC exceptions: Newbery Awards Committee, Caldecott Awards Committee, Notable Children's Books Committee, Notable Children's Videos Committee, Notable Children's Recordings Committee, Notable Children's Web Sites Committee, Notable Computer Software for Children, Batchelder Award Committee, Nominating Committee

\*\* Appointed while Vice-President/President-Elect

4. Committee management procedures are outlined in the ALSC Division Leadership Manual, given to each newly appointed committee chair.
  - 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 Committee

Standing Committees are authorized in Article VIII, Section 1.

The constitution of the Newbery and Caldecott 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 Membership on Award and Media Evaluation Committees**

### Conflict of Interest

Conflict of Interest: A term, the legal significance of which is confined to representation of the interest, as where a real estate broker is representing both buyer and seller, and an attorney of law attempts to act for his client and for one whose interest is adverse to or conflicting with that of his client in the same general manner.

...Ballentine's Law Dictionary  
3<sup>rd</sup> ed., p. 246

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

- I. The following situations disqualify a candidate:
  - A. Persons may not accept nomination or appointment who are employed in any trade publishing house or any company that produces children's films, filmstrips, recordings, software, and/or other types of non-print media to be evaluated by a committee; or are the author or illustrator of a children's book or creator of other materials to be published or evaluated in the year of committee service.
  - B. A member may not serve simultaneously on an ALSC award or media evaluation committee and the ALSC Division Board.
- II. All other persons are eligible for nomination or appointment. The following situations do not normally disqualify a candidate:
  - A. Serving as a professional reviewer of children's books or of non-print materials;
  - B. Involvement in the selection of materials for professional tools, such as Children's Catalog or the Elementary School Library Collection;
  - C. Serving as a writer or editor of professional books in the field of children's literature;
  - D. Serving as an advisor or consultant for producers of backlist non-print media.

All candidates for nomination or appointment have an affirmative duty to notify the nominating committee or the appointing officer of any circumstance or event which would disqualify

him/her under this policy or which would otherwise affect, or give the appearance of tending to affect, his/her ability to carry out assigned responsibilities fairly and without self-interest of any kind. A committee member must resign immediately upon the development of any circumstance or event which disqualifies him/her from committee service under this policy or which would otherwise affect, or give the appearance of tending to affect his/her ability to carry out assigned responsibilities fairly and without self-interest of any kind.

The president of ALSC shall immediately accept such resignations when tendered. In the event a committee member violates this policy, the Executive Committee shall request the committee member to tender his/her resignation. If a committee member refuses, the Executive Committee shall remove the member and inform the Board of its action. The President shall then appoint a new committee member. The final decision rests with the Executive Committee.

#### Access to Materials and Meeting Attendance

Persons elected or appointed to an award or media evaluation committee should:

1. Be able to attend all required discussion and decision meetings schedule 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 materials under consideration. It is recognized that there will be an occasional item under consideration which a committee member is unable to obtain. In such an instance, arrangements for review copies may be made as prescribed in the committee's guidelines.

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

Policy revised, January 1989.



**Statement to be Signed by Potential Members**  
**of ALSC Award and Media Evaluation Committees**

I am aware of the need to remain impartial regarding publishers, non-print producers, authors, and titles under review by this committee. If at any time a circumstance or event develops which disqualifies me from committee work under this policy, I will resign from the committee. I have read the ALSC Policy for Membership on Award and Media Evaluation Committees. I am aware of the provisions therein, and can certify that I am not now employed for a company whose work might be under consideration by the committee, nor is one of my works targeted for publication or evaluation in the year of committee service.

I hereby make a commitment to attend all required discussion and decision meetings of the committee scheduled for the Midwinter and Annual Conferences of ALA and will follow committee procedures. I will tender my resignation if events are such that I will be unable to participate fully in all meetings. I affirm that I have or can gain access to a major part of the current output of children's material under consideration.

I understand that I may not serve simultaneously on an award or media evaluation committee and the ALSC Board. If I face appointment to both, I will resign from either the committee or the Board.

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(Signature)

(Date)

## 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.

**REPORTS:** A progress report will be requested about six weeks before the Midwinter Meeting, and an annual report six weeks before the Annual Conference. These reports will be sent to the Executive Director. These are summarized, duplicated, and distributed to the Board of Directors before both meetings. A committee chair may report directly to the Board at his/her request or theirs.

**PROCEEDINGS:** Proceedings of meetings are to be turned in during Conference, to the ALSC Executive Director. Reporting forms are available at the ALSC desk and must be returned there before the chair leaves the conference.

**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 *Journal of Youth Services in Libraries* having first refusal rights. Deadlines for copy for *Journal of Youth Services in Libraries* are: Spring issue—early February (Conference information must be in immediately following the Midwinter Meeting); Summer issue—early May; Fall issue—early August; Winter issue—early October.

**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 Executive 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 Executive Director should be so notified.
2. The division makes the appointment and advises the office of the Deputy Executive Director of the name of the new representative for the official record.
3. The Deputy Executive Director informs the organization of the name of ALA's representative, requesting that further information be sent directly to the representative. The Deputy Executive 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 Executive Director where a record of such representation is maintained.
5. Representatives' reports are sent through the Deputy Executive Director's office to the Executive Director of the division which arranged for the representation. Itemized expense accounts are sent through the Deputy Executive 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.

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.

## 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.

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 Committees**

### **Executive Committee**

**Authorization:** Bylaws, Article VI

**Membership:** Five, who shall be as follows: the ALSC President, Vice-President/President-Elect, Past-President, ALSC/ALA Councilor, and the Executive Director of ALSC. The President serves as chair.

**Function:** 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.

The chair shall be responsible for reporting all business transacted by the committee at the next regular meeting of the ALSC Board of Directors.

All actions of the Executive Committee shall be subject to the review of the Board of Directors.



**Priority Group Consultants**  
General Information

- Authorization:** Bylaws, Article VIII, Section 5(b)
- Membership:** One consultant for each group established according to the designated priorities of the Board.
- Function:**
- 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;
  - To advise committee chairpersons on recommended procedures for committee operations based on a thorough knowledge of Divisional structure;
  - To assist in the preparation of action and information reports for Board consideration;
  - To facilitate communication among priority group committees and to identify common areas of concern;
  - 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;
  - 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;
  - To summarize, analyze and evaluate periodically for the ALSC Board the progress and concerns of the committees;
  - To act as an information resource for the ALSC Board and attend Board 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 Children with Special Needs  
Preschool Services and Parent Education  
Preschool Services Discussion Group  
Public Library-School Partnership Discussion Group  
School-Age Programs and Service Committee  
Social Issues Discussion Group

Notes: Revised Midwinter 1978.

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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: Notable Children's Books  
Notable Children's Recordings  
Notable Children's Videos  
Notable Children's Web Sites  
Notable Computer Software for Children

**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/Book Wholesalers Summer Reading Program Grant and Reading Program Committee  
ALSC/Econo-Clad Literature Program Award  
Arbuthnot Honor Lecture  
(Louise Seaman) Bechtel Fellowship  
Distinguished Service Award  
Penguin Putnam Books for Young Readers 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.

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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: Local Arrangements  
Membership  
Nominating  
Organization & Bylaws  
Planning and Budget  
Preconference Planning

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 Record Project 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.

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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  
(Pura) Belpré Award  
(Randolph) Caldecott Award Selection  
(Andrew) Carnegie Award Selection  
(John) Newbery Award Selection  
(Robert F.) Sibert Informational Book Award  
(Laura Ingalls) Wilder Selection
- 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 Liaison with National Organizations Serving Children and Youth  
National Children and Youth Membership Organizations Outreach  
Public Library-School Partnerships Discussion Group  
Quicklists Consulting Committee



**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

**ALA/Book Wholesalers Summer Reading Program Grant & Reading Program Committee**

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 and others submitted for the award. Additionally, to serve as needed as reading program consultants and developers as requested by the ALSC Office.

Authorization:

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.

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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.

### 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 *Journal of Youth Services in 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 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, 1 year

Notes: 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.

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Former Function Statement(s):

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

**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 biennially (every other year) 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:

Date Established: 1996 Midwinter Meeting

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

Term: Fall, 2 year

**(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 at least eight (8) members-at-large to be elected to the Caldecott Awards Committee, designating a pair of two names on this slate of at least sixteen (16) candidates as nominees for the chair of the Caldecott Awards Committee. The one of this pair receiving the majority vote from the membership shall become chairperson of the committee. (See "Notes.")
- Date Established: 1938
- Membership: A 15 member committee with at least eight (8) elected at large, including the chair, and the remaining seven (7) members appointed by the President.
- Term: Fall, 1 year
- Notes: Bylaws revision (1978) effective 1979 for 1980 Committee charged authorization and membership of the committee.
- The Membership structure was revised Midwinter 1993.

**(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, 1 year



**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 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. 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.

Date Established: February 1997

Membership: Chair, plus ten

Term: Spring, 2 year

**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.

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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.

**ALSC 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: Spring, 1 year

Notes: Charge and term changed, Annual 1996

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Former Function Statement(s):

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

**ALSC/Econo-Clad Literature Program Award**

Function Statement: To select annually the recipient of the ALSC/Econo-Clad Literature Program Award, given to an individual who has developed and implemented an innovative and outstanding library program for children using literature to inspire and encourage reading.

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

Date Established: June 1989

Membership: Four members, including chairperson.

Term: Spring, 2 year

Notes: First award was given in 1990.

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Former Function Statement(s):

To select annually, in accord with the terms of the award, one member of the Association for Library Service to Children's Division who has developed and implement a unique and outstanding library program for children involving reading and the use of literature with children.

To select annually the recipient of the ALSC/Econo-Clad Literature Program Award, given to an individual who has developed and implemented a unique and outstanding library program for children involving reading and the use of literature with children.

## **Education**

- Function Statement:** To review the elements considered essential to the initial and continuing education of children's librarians.
- To explore, evaluate, and make recommendations concerning the current status of professional education in regard to library service to children.
- To establish a liaison with library educators for conveying recommendations and ideas from ALSC membership in order to preserve the quality of education for librarians who will be working with children.
- To recommend the initiation of programs to fill identified needs to the Board for implementation.
- To summarize annually for the Board concerns for library education and continuing education solicited and/or gathered from ALSC committees and members.
- To review, as appropriate, the ALSC guidelines for the evaluation of proposals for continuing education programs.
- To represent ALSC at appropriate ALA committees, councils, and assemblies, and to coordinate the activities of the committee with those of SCOLE.
- 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 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.

**Great Web Sites Committee**

Function Statement: To administer and evaluate ALA's 700+ 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.

Date Established: 1999, as 700+ GreatSites Task Force

Membership: Chair, plus six

Term:

### **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 United States; 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.

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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.

**Joint ALSC/YALSA *Journal of Youth Services in Libraries*/JOYS  
Editorial Committee**

**Function Statement:** To determine editorial policy for *JOYS* subject to review by the joint ALSC/YALSA boards, to suggest themes for forthcoming issues; to recommend resource people for articles and review; to review materials for publication upon request by the editor(s).

**Date Established:** 1977

**Membership:** Editor(s) serve as chair — Spring, 3 year term  
3 members from ALSC — Spring, 2 year term  
3 members from YALSA — Spring, 2 year term

## 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, 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 the ALA's 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.

**Term:** Spring, 2 year

**Notes:** Function statement revised Midwinter 1978, Midwinter 1983, Midwinter 1984.

**BOARD ACTION:** Midwinter 1982: Authorized the Legislation Committee to establish a network for two years as outline in proposal. To be evaluated and reported on at Midwinter 1984. January 1984 revision is a result of this report.

Chair serves on ALA Legislative Assembly.

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### 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 adult organizations that serve children or work for their benefit; to promote libraries and reading to these organizations.

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

Date Established: January 1968

Membership: Chairperson, plus twelve (each member responsible as liaison to two organizations)

Term: Spring, 3 year

Notes: 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 *JOYS* subscriptions be provided for those organizations not currently receiving *JOYS* and with which ALSC has relationships, Annual 1981.

Change in function statement, Midwinter, 1996.

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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 liaisons 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.

### **Library Service to Children with Special Needs**

**Function Statement:** 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.

**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.

\*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.

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Former Function Statement(s):

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.

### **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 the receiving line flow.
  3. Meeting *JOYS* editor(s) requests and deadlines for local information and photos.
  4. Arranging for special events for ALSC members, upon request or upon committee initiative, during conference week.
- 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.

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### 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 Children and Youth Membership Organizations Outreach Committee

**Function Statement:** To assist and advise the members of children and youth membership organizations in selecting books and other media for bibliographies, booklists, periodicals, and other publications; to explore and implement other kinds of cooperation with children and youth membership organizations in areas of concern to ALSC; and to promote libraries and reading to these organizations.

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

**Date Established:** Midwinter, 1996

**Membership:** Chair, plus eight

**Term:** Spring, 2 year

**Notes:** Function statement and membership revised, Midwinter 1999.

Changes reflected in ALSC Roster, April 1997.

Changes reflected in *ALA Handbook of Organization 1996-97*.

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Former Function Statement(s):

Youth membership organizations include but are not limited to: Boy Scouts of America; Boys and Girls Clubs of America; Campfire Boys and Girls, Inc.; 4-H Programs; Girl Scouts of the U.S.A.; Girls Incorporated; U.S. Pony Clubs, Inc.; and YMCA—Indian Guides and Indian Princesses.

To assist and advise youth membership organizations in selecting books and other media for bibliographies, booklists, periodicals and other publications; to explore and implement other kinds of cooperation with youth membership organizations in areas of concern to ALSC, and to promote libraries and reading to these organizations.

### **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.

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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 at least eight (8) members-at-large to be elected to the Newbery Award Committee, designating a pair of two names on this slate of at least sixteen (16) candidates as nominees for the chair of the Newbery Award Committee. The one of this pair receiving the majority vote from the membership shall become chairperson of the committee.\*
- Date Established: 1922
- Membership: A 15 member committee with at least eight (8) elected at large, including the chair, and the remaining seven (7) members appointed by the President. (Revised Midwinter 1993).
- Term: Fall, 1 year
- Notes: \*Bylaws revision (1978) effective 1979 for 1980 Committee changed authorization and membership of the 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: 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).
- Term: Fall, 1 year
- Notes: Revised membership, Annual Conference 1978.  
Revised membership, Annual Conference 1994.

### **Notable Children's Books**

Function Statement: To select, annotate, and present for publication annually the list of Notable Children's book of the preceding year.

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

Date Established: 194\_\_\_\_\_

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."

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. To implement the Video Recommendation Policy and Procedures.

**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.

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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.



**Notable Children's Web Sites**

Function Statement: To select, annotate and present for annual publication, electronically and in print, a list of notable web sites of significance to children. To update and maintain guidelines and criteria for the evaluation of Web sites.

Date Established: November, 1997

Membership: Chair, plus five.

Term: Fall, 2 year

Notes: Name changed from Notable Web Sites to Notable Children's Web Sites, Midwinter 1998.

### Notable Computer Software for Children

Function Statement:	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.
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:	Function Statement revised January, 1996.

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Former Function Statement(s):

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.

## **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 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 Putnam Books for Young Readers 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.

## Planning and Budget

**Function Statement:** 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

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

**Date Established:** June 1971\*

**Membership:** Four members plus chairperson.

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, a Board representative (chosen by the Board), two Members-at-Large, 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. Chair also serves on ALA Budget Assembly. Function Statement revised, Annual 1993.

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Former Function Statement(s):

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.

## **Preconference Planning**

Function Statement:

Authorization:

Date Established:

Membership:

Term:

Notes:

History:

### **Preschool Services and Parent Education**

Function Statement:	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.
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.

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Former Function Statement(s):

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.

**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.



**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 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.
- 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.

### 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. 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 chair.
- Authorization: Bylaws, Article VII, Section 1, as a Standing Committee.
- Date Established: January 1978
- Membership: Seven Members, including the chair. At least one member will be located in Los Angeles; one in Chicago; and one in New York City.
- 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.

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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; to devise possible projects in line with the responsibilities of the division that would explore these needs; to serve as liaison to the ALA Research Committee; to evaluate and to recommend research projects to the Board for action.

**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.

**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 publicize the scholarships to potential candidates; and to advise the ALSC Board on needed changes in terms or administration of the scholarships.
- 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. The executive director 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:

**(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.

Date Established: 2000

Membership: Chair, plus six.

Term: Fall, One (1) year.

**Social Issues Discussion Group**

- Function Statement: To provide a forum for the discussion of the effect of social issues on library service to children and for the discussions of social issues and concerns as reflected in materials for children; to publicize and invite participation in such discussions so that awareness of such issues may be as broad as possible; to disseminate, with Board approval, the outcomes of the discussion of these concerns.
- Authorization: Bylaws, Article IX, Section 1.
- Date Established: June, 1978.
- Membership: Bylaws, Article IX, Section 3 and 4, Limited to ALSC members.
- Notes: Approved upon recommendation of the Organization and Bylaws Committee, changing the name of the Social Issues in Relation to Materials and Services for Children Discussion Group to the Social Issues Discussion Group.



**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.

**Teachers of Children's Literature Discussion Group**

Function Statement: To provide a forum for the identification, investigation, discussion, and dissemination of ideas and information relating to the teaching of children's literature; to recommend to the ALSC Board methods of developing communication and cooperation with other groups of the same or similar interests within and outside of ALA.

Authorization: Bylaws, Article IX, Section 1.

Date Established: January, 1978.

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

Notes: For Procedures see: Bylaws, Article IX, Section 4.

Function statement approved, Annual 1978.

**(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.
- Date Established: 1954 or 1955
- Membership: 5 members, including chairperson, for a two year period at three year intervals (1978, 1981, 1984, 1987, 1990, 1993, 1996, 1999, 2002 . . . )
- See also: Policy for Membership on Media Evaluation and Award Committees.
- Approved at Annual Conference, 1998: Selection—Election of Chair plus: 2 members elected, 2 members appointed.
- 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 1992.

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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 Task Forces**

**AASL/ALSC/YALSA Task Force on the Feasibility of Establishing a Best Curriculum Materials Annotated List**

Function Statement: To examine the viability of the establishment of a committee to develop a list of best Curriculum Materials and to make a recommendation to the AASL Board of Directors no later than the 1996 ALA Annual Conference. The committee must identify: 1) the unique contribution such a list would make; 2) the tasks required and personnel needed to develop such a list; 3) the costs involved; and 4) the relationship of such a list to existing published lists of ALA and other organizations.

Date Established:

Term: 1996 Annual Conference

**ALSC/ALTA/RUSA National Institute Planning (Task Force)**

Function Statement: To work with the ALSC and ALTA staff on the National Institute planning, including refinement of chosen strands, logistical arrangements, and implementation.

Date Established: 1995

Term: Until task is completed.

**ALSC/Macmillan (Task Force)**

Function Statement: To develop terms and criteria for a new award for an author or illustrator lecture. Sponsored by the Macmillan Children's Book Group in Maureen Haye's name.

Date Established:

Term:

**ALSC Oral Record Project (Task Force)**

Function Statement: To take a fresh look at the entire scope of the Oral Record Project and give direction and recommendation to the Executive Committee and to present a preliminary report to the Executive Committee by the end of the 1998 Annual Conference.

Date Established: 1998

Term: Until task is completed

Notes: In 1998, changed from Oral Record Project Advisory Committee to Task Force. Function Statement changed to reflect this.

Membership consists of: five members, plus chair.

Former Function Statement(s):

To establish policies governing Oral Record Project activities in support of the project's purpose as established by the ALSC Board of Directors; to recommend individuals and categories of individuals to be trained as interviewers/transcribers; to work collegially with the project director and on a regular basis to evaluate his/her work; to receive and approve the annual project work plan and assist the project director in annual budget development, to present that budget to ALSC's Planning and Budget Committee; to report the project's progress annually to the ALSC Board.

**(Pura) Belpré Procedures Manual (Task Force)**

Function Statement: To review procedures of the Pura Belpré Award Committee with REFORMA and report back to both boards by Midwinter 2001.

Date Established: Midwinter 2000.

Term: Until Midwinter 2001

**Library/Head Start Partnership (Task Force)**

Function Statement: To develop a plan to establish regional institutes based on the Library/Head Start Partnership Project and to report back to the Board of Directors.

Date Established:

Term:

**(John) Newbery Award, Plan the 75<sup>th</sup> Anniversary Celebration of the (Task Force)**

Function Statement: To develop a plan to celebrate the 75<sup>th</sup> anniversary (1922-97) of the John Newbery Award and to report back to the Board of Directors.

Date Established:

Term:

**“Selecting Materials for Children and Young Adults” Revision, ALSC/YALSA  
(Interdivisional Task Force)**

Function Statement: To revise Selecting Materials for Children and Young Adults (ALA, 1977).

Date Established:

Term: By Midwinter, 1994.

**Task Force to Develop ALSC/Simon and Schuster Award**

Function Statement: To develop terms and criteria for a new award for an author or illustrator lecture sponsored by the Simon and Schuster Children's Book Group in Maureen Hayes' name

Date Established: 1993

Term: until task completed

**Task Force on Preservation of ALSC History**

Function Statement: To explore the feasibility of collecting ALSC history from many of the well-known and respected children's specialists and to report back to the board on a plan of action.

Date Established: January 1989.

Term:

**Publications Based on Membership Booth Letter Preparation (Task Force)**

Function Statement: Accepted the report and recommendation of the Task Force to Examine the Structure and Function of the Liaison to National Organizations Serving the Child Committee and dismissed the task force with thanks.

Date Established: Annual Conference, 1993.

Term:

**Strategic Plan Task Force**

Function Statement: To draft a strategic plan and report back to the ALSC Board at Annual Conference 2000.

Date Established: January 2000.

Term:

**White House Conference II Task Force**

Function Statement: To develop, implement and coordinate strategies for the 1991 WCHLIS recommendations and report to the ALSC Board semi-annually and implementation of II Youth Initiative resolution.

Date Established:

Term:

**ALSC Liaisons with Other National Organizations**

American Association for Gifted Children

Association for the Care of Children's Health

Association for Childhood Education International

Association for children and Adults with Learning Disabilities

Big Brothers and Big Sisters of America

Boy Scouts of America

Boys Clubs of America

Camp Fire, Inc.

The Child Welfare League of America

Children's Defense Fund

Council for Exceptional Children

4-H Programs Extension Service

Freedom to Read Foundation

Girl Scouts of America

Girls Clubs of America

IRA — International Reading Association

National Association for the Education of Young Children

National Association for the Perpetuation and Preservation of Storytelling

National Black Child Development Institute

National Child Care Association

National Committee for the Prevention of Child Abuse

National Multiple Sclerosis Society

National resource Center for Children in Poverty

Parent Cooperative Preschool International

Parents Without Partners

Puppeteers of America

RIF—Reading is Fundamental

Salvation Army



## 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 Budget Assembly

Function: See *ALA Handbook of Organization*

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

### ALA Conference Program

Function: See *ALA Handbook of Organization*

Vice-President/President-Elect serves as ALSC representative; two year term (through presidency).

### ALA Legislative Assembly

Function: See *ALA Handbook of Organization*

Chair of ALSC Legislation Committee serves as ALSC representative; two year term.

### ALA Library Education Assembly

Function: See *ALA Handbook of Organization*

Chair of ALSC Education 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.

### ASCLA/Decade of Disabled Persons Committee

Function: The committee supports the National and International Decade of Disabled Persons, promotes cooperation at the local, state and national levels among libraries and other agencies serving disabled persons in furthering the long-term goals of and for American with disabilities, including guaranteeing disabled person access to library and information services.

### Freedom to Read Foundation

Function: See *ALA Handbook of Organization*

Chair of ALSC Intellectual Freedom Committee serves as ALSC representative.

RASD Reference Services for Children and Young Adults

Established: 1989

Function: To identify the reference/information needs of children and young adults and to suggest effective methods to meet those needs; to collect and disseminate related information; to identify all types of materials which meet these needs and to stimulate their publication; to develop guidelines for effective delivery of services; to support research, publication, and training programs; to represent the reference/information needs and interests of children and young adults; and to act a liaison to other units with common concerns.

One ALSC representative appointed — Spring; two year term.

RISD/CCS Cataloging of Children's Materials Committee

Function: To study the problems of and recommend action on all aspects of the cataloging of library materials for children.

One ALSC representative appointed — Spring; two year term

White House Conference on Library and Information Services Task Force Representative (WHCLIST)

**Discontinued Committees**

ASLC/Association of Booksellers for Children Joint Committee

Caldecott Medal Calendar

Filmstrip Evaluation (formerly Notable Children's Filmstrips)

Grants

Selection of Children's Books and Materials from Various Cultures

Social Issues in Relation to Materials and Services for Children Committee

State and Regional Leadership Discussion Group