

ALSC POLICY FOR SERVICE ON THE MAY HILL ARBUTHNOT HONOR LECTURE COMMITTEE

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

CONFLICT OF INTEREST

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

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

CONFIDENTIALITY

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

ALSC members-at-large, as well as Arbuthnot Committee members, are encouraged to nominate individuals for consideration. Committee members must not discuss the merits of nominees outside the committee. Similarly, committee members must not discuss the merits of locations that have applied to host the lecture with anyone outside the committee.

GUIDELINES FOR AWARD COMMITTEES

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

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Those who accept a nomination or appointment to the Arbuthnot Committee, should adhere to the following guidelines:

- 1) Members who have written and/or illustrated children's books are eligible to serve, and will not be eligible to be selected during their terms of service on the committee.
- 2) Committee members may not apply to host the Lecture during their terms of service. Past hosts may serve on the committee.
- 3) Members may not be employed by a children's trade book publisher, author, or illustrator; nor serve in an advisory capacity beyond the provision of normal reference service, to a children's trade book publisher, author, or illustrator, during his/her term of service.
- 4) Those with a close family relationship (parent, spouse/partner, son/daughter), or a personal relationship which could reasonably be seen by an independent observer to cause a conflict of interest, with a committee member are ineligible during that member's term of service.
- 5) Applications to host the Lecture from those with a close family relationship (parent, spouse/partner, son/daughter), or a personal relationship which could reasonably be seen by an independent observer to cause a conflict of interest, with a committee member are ineligible during that member's term of service.
- 6) Members of award committees should not reveal or publicize any confidential information learned through service on the committee; nor should they make such confidential information available to non-committee-members.
- 7) Members of award committees who run or participate in social networking web sites or software, including blogs, wikis, electronic discussion lists, and the like, should not engage in any discussions about their ALSC award committee work, or about the status of eligible individuals in relationship to these awards during their term of committee service.
- 8) Members may not serve concurrently on the ALSC Board and the Arbuthnot Committee.
- 9) From time to time, the Association for Library Service to Children may take other action or establish such other guidelines as may be necessary in the Association's sole discretion to protect the integrity of the award process. Questions from prospective committee members and candidates should be directed to the Executive Director; situations that arise after a committee member has begun to serve should be directed to the ALSC President, Committee Chair, Priority Group Consultant, and Executive Director. The final decision rests with the Executive Committee.

MEETING ATTENDANCE

Persons elected or appointed to the Arbuthnot Committee should be able to attend all required discussion and decision meetings scheduled for the Annual and Midwinter meetings of ALA and follow procedures established by the committee.

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

FREQUENCY OF SERVICE ON THE ARBUTHNOT COMMITTEE

Members may serve more than once on the Arbuthnot Committee, consistent with ALSC Bylaws, Article VIII, Section 4.

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

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

___ Yes ___ No

Signed: _____
date

Name: _____

Please fill out and return the attached checklist.

Policy revised, October 2007

Checklist for Prospective Arbuthnot Committee Members

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

Are you an author and/or illustrator of at least one published book for children? ☐ Yes ☐ No

Do you have a close relative (i.e. parent, spouse/partner, son/daughter) who by his/her position as an author, illustrator, editor, scholar or critic may be eligible to be considered for this honor?
 _____Yes _____No

Do you have a personal relationship with an author, illustrator, editor, scholar or critic who may be eligible which could reasonably be seen by an independent observer to cause a conflict of interest?
 _____ Yes _____ No

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

If you answered yes, please provide the web url:

Do you expect to have difficulty attending all required meetings in person at Annual and Midwinter conference? ☐ Yes ☐ No

Signed: _____ date _____

Name: _____

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

October 2007