

Association for Library Service to Children

**Notable Children's Books
Committee Manual**

September 2007

FOREWORD

This manual has been prepared to aid members of the Notable Children's Books Committee in the discharge of their duties. It is an attempt to answer questions commonly asked, provide all necessary information, and suggest ways committee members might proceed in the preparation for and carrying out of their responsibilities during their term of membership.

You are embarking on an experience in reading, evaluation, and selection which may well be, as it has been for past members, one of the highlights of your professional career in children's work. Even though you have always read many of the new children's books annually, this year you will read more, many more, than ever before – and you will read with a different purpose in mind. The Board of Directors and the members of ALSC wish you well.

Virginia W. McKee
1988

NOTABLE CHILDREN’S BOOKS COMMITTEE MANUAL

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PART I: BACKGROUND INFORMATION

Notable Children's Books Committee Function Statement

To select, annotate, and present for publication annually the list of notable children's books of the preceding year.

The Committee

ALSC Bylaws, Article VII, Section 1:

The Notable Children's Books Committee shall consist of 11 members, including the chairperson.

Adopted by the ALSC Board, July 1995.

Criteria

Notable is defined as: Worthy of note or notice, important, distinguished, outstanding. As applied to children's books, notable should be thought to include books of especially commendable quality, books that exhibit venturesome creativity, and books of fiction, information, poetry and pictures for all age levels (through age 14) that reflect and encourage children's interests in exemplary ways. The evaluation criteria to be used are: (1) literary quality; (2) originality of text and illustration; (3) clarity and style of language; (4) excellence of illustration; (5) excellence of design and format; (6) subject matter of interest and value to children; (7) the likelihood of acceptance by children. BOARD ACTION, June 1977.

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

BOARD ACTION, November 2003: "Beginning with 2004, include the Sibert medal and honor books and the Pura Belpré medal and honor books with a copyright date of the previous year, on the Notable Children's Books list."

BOARD ACTION, January 2006: "Include the Theodor Seuss Geisel Award winner and honor books automatically on the list of books created by the Notable Children's Books Committee, starting with the first award in 2006."

Eligibility:

To be eligible for consideration a book must:

1. Be a book for which children are a potential audience. See criteria for age range.
2. Have been published in the United States during the year preceding the Midwinter Meeting at which the selection is made. This means that the book was published in that year, was available for purchase in that year, and has a copyright date no later than that year. A book might have a copyright date prior to the year under

consideration, but for various reasons, was not published until the year under consideration.

- a. Books published in a different country and simultaneously or subsequently published in the United States are eligible in the year of US publication only. Books published in a different country and distributed in the US are not eligible. (Updated, July 2007)
 - i. Publication is verified by the information printed on the title page and/or the title page verso of the book. The book is eligible if an affirmative statement appears in the front of the book published by a foreign publisher. The absence of an affirmative statement, or one that merely reads “Distributed in the U.S.,” renders the book ineligible. (*Refer to Part V: Eligibility Samples*)
3. Have been published in English. “In English” means that the committee considers only books published in English. This requirement DOES NOT limit the use of words or phrases in another language where appropriate in context.

Note: There is no limitation as to format. A book may be in hard or paper covers, spiral bound, in portfolio, etc. It is expected that books will have a collective unity of storyline, theme or concept, developed through text or pictures or a combination thereof.

The Notable Children’s Books list is an annual list of books selected from the publishing of a particular calendar year. The committee reads extensively during the year and at the Midwinter Meeting selects for the list those titles they believe to be notable. The list is intended for children: to assist them in selecting books to read, to encourage them to seek out those that are considered notable among the many books available in bookstores and libraries. While it is not expected that every children’s library of all sizes and types will necessarily select all of the books listed, it is hoped that nation-wide, through library networks and bookstores, children will find these books to be accessible.

Not everyone is expected to agree with the committee’s decision on the notable books. However, disagreement can lead to a sharpening of one’s own critical sense and can be used as the basis for discussion in a group situation.

ALSC Policies

Membership on Award and Media Evaluation Committees

Conflict of Interest

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 or nominating committees responsible for selecting 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 the appearance 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 by or advisor to 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 an Association 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*.
 - C. Serving as a writer or editor of professional books in the field of children's literature.

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.

Committee Terms

The 10 members of this committee are appointed by the ALSC President in fall each year for the two-year terms (arranged on a staggered basis). Members may be reappointed for a second term, but no member may serve more than four successive years. The Chair is appointed annually, at the same time, from among the members of the committee who

have served at least one year. Terms to begin at the end of the Midwinter Meeting following appointment.

Attendance at Meetings

It is extremely helpful if newly appointed members can attend, as observers, the meetings at Midwinter prior to the beginning of their term to familiarize themselves with procedures.

It is imperative that committee members attend all committee meetings at both the Annual Conference and at Midwinter Meeting. If, during the member's term, he or she finds for any reason that attendance at committee meetings (especially Midwinter) is not possible, the member should resign immediately so that selection of a replacement may be made as quickly as possible. Resignations, in writing, are addressed to the ALSC President with copies to the committee Chair, Priority Group Consultant and Executive Director.

Relationship to Publishers

Attention is directed to the membership policy statement (pages 7-8). Some members, at the time of appointment to the committee, have a professional relationship with one or more publishers. There is no need to suspend these relationships. However, committee members should not seek out such relationships with publishers.

Members of the award committees should not solicit publishers for free, personal copies of books. Members accept appointment to this committee with the understanding that they have access to new books and may borrow additional books from the ALSC office. Committee members will find that some publishers are eager to ensure that members have access to their books. If a member receives unsolicited books from a publisher, the member may accept the books. If certain titles have been difficult to obtain, the Chair may contact publishers directly to inform them of books the committee needs to see, especially towards the end of the year when time is so important. Individual committee members should not contact publishers. If members are not receiving any of a publisher's books, this should be communicated to the Priority Group Consultant and the ALSC office through the Chair so they can investigate and take care of the problem.

It is recognized there will be an occasional item under consideration which a committee member is unable to obtain. In such a case, the committee member should contact the committee Chair. The Chair can contact the publisher to request an additional copy of a book.

If committee members receive invitations to publishers' events, they should use their own discretion in accepting. Publishers understand that acceptance of invitations and unsolicited books in no way influences the committee members' actions or the final choices made by the committee.

Electronic Communication

Electronic communication facilitates the distribution of information from the Chair to committee members, the regular discussion of procedural issues, and, at the discretion of the Chair, the open discussion among committee members of matters of concern. The Committee adheres to the “Guidelines for Electronic Communication for ALSC Committees,” as adapted by the ALSC Board and as posted on the ALSC Web site.

The Chair will establish ground rules for electronic communication by the committee at the beginning of his/her term. At times, the Chair may invite open discussion on a matter of concern. The Chair facilitates such open discussion.

As a practical matter, e-mail is not used for substantive discussion. It is not a substitute for face-to-face book discussion. During the year, committee members may wish to discuss matters of concern having to do with eligibility or factual errors in a book. Questions on such matters are directed to the Chair who decides whether or not to bring a particular question to the full committee.

Since the committee’s electronic communication is generally confidential, there are several ways to better insure confidentiality. For e-mail, include the word “confidential” on the subject line or as part of the transmission options. For Fax communication, include the word “confidential” on a cover sheet.

PART II: COMMITTEE WORK

Background Preparation

In the course of one's professional life, the book selection processes in which more persons engage are processes which take into account many things: current holdings in a collection, children's interests, special needs for special materials, curriculum and current interest concerns, local community concerns, and quality. Often this work is done independently. In reviewing the criteria for Notable Children's Books, it becomes obvious that the focus of the committee will be somewhat different, certainly narrower. The committee's evaluation process aims toward the selection of books which meet the Notable criteria rather than the addition of a variety of titles to new or established library collections. And working in a group composed of persons from different backgrounds and geographic areas will probably be quite different from the experience of local evaluation or selection teams or committees.

During the year members should regularly return to the criteria, rereading and reminding themselves that these comprise the boundaries of their nominations and their choices.

Other suggested activities:

- Engage in book discussion of different kinds: selection meetings, workshops or classes, professional association meetings, etc. Try to discuss books with persons other than those with whom you regularly talk. Not only will you gain new perspectives, but you will be engaging in an activity similar to your first committee meeting where you will need to present your ideas more clearly and succinctly and listen more carefully than you do in the kind of "shorthand" discussion that often takes place in a group with which you meet regularly.
- Refresh your ideas about elements of a "notable" children's book. A bibliography will be found in the final section of this manual. While some of the suggested readings may sound familiar, if you have not read them recently, it would be well to read them again.
- Try writing some critical analyses structured around the criteria for Notable Children's Books, particularly if most of the writing you do about children's books in your work has a focus that is different from these criteria. For example, reread a number of titles selected for a previous year's Notables list and write a critical analysis of each in relation to the criteria. You will need to do this as a committee member as you nominate titles and prepare for participation in discussion sessions.

Reading

In January or February books eligible for consideration will begin to arrive at the sources available to committee members: libraries, cataloging departments, examination centers, bookstores, etc. The pace of publication increases throughout the year with only a few slow periods in the summer months. It is important to keep up because it is almost impossible to catch up.

Regularly reading a variety of periodicals that review children's books is essential in order to be aware of those books other children's literature specialists (outside your geographical region and the committee's membership) consider notable. While the reviewer's criteria and judgment may differ from yours, you should at least examine their starred choices and give them, when it seems appropriate, a careful reading.

Books will appear on committee lists and in reviews which your library or examination center has not yet received. Rather than leaving these until later (when your library received its copy, etc.), check other resource centers in your area.

Many committee members keep notes about each book read. Most persons will keep brief bibliographic information, a short summary, and specific critical notes of strengths and weaknesses. Notes about books that seem not to be serious contenders will probably become briefer as the year progresses. But a book which at first reading does not seem a serious contender may prove to be. Members may need to re-read some books if that occurs. Personal notes will help in recalling first impressions and in thinking about the book.

It is important to keep other members informed regularly of books you think they should read. The various sources of books available to members will have some gaps, and notable books need to be called to the attention of members who may not have seen them.

The committee Chair will set up a procedure for informing the committee of books being read by other committee members and other members of ALSC. A variety of methods, including email, may be considered. Providing information to others is each member's responsibility; reading the books others are recommending is equally each member's responsibility.

One further point. A member may read a book which ought to be considered but for which the member is unsure about eligibility. In such cases, contact the Chair with a note containing the question about eligibility. The Chair will check on the eligibility and inform the committee.

Schedule/Calendar

It is understood that all committee members will be reading widely throughout their term(s) on the committee. All reading must be done between meetings.

From their reading, committee members will periodically (see Schedule) select titles they wish to nominate for the Annual or Midwinter discussion meetings. These nominations, and the preliminary balloting on compiled nominations, may be done by mail, fax, email or file transfer between meetings.

Nominations will be solicited by the Chair from ALSC members via email distribution lists, *Children & Libraries* and other sources and sent to committee members prior to Midwinter.

Schedule

Because of the enormous amount of work involved and because the work needs to flow with a certain degree of regularity, it is essential that committee members note this schedule for nominations and balloting and adhere to it. Each Chair will adapt the schedule to meet specific years with varying Annual and Midwinter meeting dates.

Calendar

- | | |
|-----------|---|
| February | <ul style="list-style-type: none">• Letters of welcome from Chair to committee members, including deadlines and basic procedures• Invitation from Chair to ALSC members seeking their suggestions |
| May | <ul style="list-style-type: none">• (early) First list of annotated nominations sent to Chair by members• (mid-month) Compilation of nominations returned to committee in the form of the 1st ballot |
| June | <ul style="list-style-type: none">• (early) Ballot #1 returned to Chair. This will be compiled and returned to committee <u>before</u> Annual Conference.• (late) Annual Conference: At least 2 sessions, preferably 3, scheduled for discussion of books on ballot #1 (including additions) |
| August | <ul style="list-style-type: none">• (mid-month) Nominations for ballot #2 need to be sent to the Chair• (late) Chair sends to committee ballot #2. This contains new titles and those carry-over titles from ballot #1 that did not receive enough votes because members had not read. |
| September | <ul style="list-style-type: none">• (early) Members send first fall nominations, annotated, to Chair |
| October | <ul style="list-style-type: none">• (mid-month) Members return ballot #3 to Chair who tallies and holds for November return |
| November | <ul style="list-style-type: none">• (mid-month) Members send second fall nominations to |

Chair

- | | |
|--------------------------|--|
| December | <ul style="list-style-type: none">• (early) Final fall nominations must be sent to Chair. Chair adds these to the titles from ballot #3 with 6 or more yes votes to form ballot #4. Chair sends this ballot to members. |
| Late
December/January | <ul style="list-style-type: none">• (early) Members return ballot #4 to Chair. Chair tallies ballots and sends results to members to reach them prior to Midwinter• Chair sends results of ballot to ALSC office so that books can be packed and shipped with the ALA Midwinter shipment. |

Note: It often happens that “notable” books are discovered in late December or early January. In such cases, committee members should send any late nominations and annotations directly to each other and a quick ballot should be held prior to Midwinter. A final ballot may be taken at Midwinter for titles brought to the committee’s attention at the last minute. If the ALA shipment has already been sent, the Chair (or member designee) will be responsible for bringing copies of any late nominations.

Process and Procedures

From January to Annual Conference

This is time to do background reading (see Appendix A) on literature and evaluation.

Spring titles will begin arriving. Read widely and begin to evaluate. As you find notable books, prepare a justification for nomination. Send these annotated nominations to the chair before the due date for such nominations. Upon receipt of the ballot containing the nominations from all members of the committee, seek out those titles you have not already read. Complete this reading prior to the discussion meeting at the Annual conference.

Any title that a committee member wishes to nominate for discussion (at either of the discussion meetings) must be sent to the Chair on the Nomination Form (Appendix B).

At least one ballot of titles nominated for discussion will be tallied prior to the Annual Conference. This balloting will permit the committee to focus for discussion upon those titles felt notable by at least six members.

NOTE: If you discover that a title has been dropped for lack of sufficient positive votes, you may request that a book be put on the next ballot for one more reading. Such a

request should include a written statement that describes the notable qualities in detail and should be sent to the Chair who will send it to the other members.

Annual Conference

The ALSC office will schedule meeting times to make sure that there is no conflict with the Newbery and Caldecott meetings. The Chair will communicate with the office to ensure sufficient meeting time is scheduled. There will be no balloting nor any discussion of any preliminary ballots at this time. The books that are under consideration will be brought to the conference by the ALSC office staff, provided the list is submitted before the ALA conference shipment leaves headquarters, for use during discussion and between meetings. Committee members may also be asked to bring books not available from the ALSC office.

The Chair will arrange titles for the discussion meeting by type (Picture Book, Fiction, Nonfiction) to help members focus their discussion. The Chair will also create a handout for the audience, including a list of the books for discussion arranged by type, with author, title and publisher. The handout will also include the Notable Book criteria. Discussion should cover all pertinent aspects of the book: quality of writing, illustration, accuracy of text, creativity, etc. As in any good book discussion, it is hoped that titles under consideration will be compared with each other and with similar or dissimilar books of previous years. The committee is to complete, at Midwinter, a list of the most notable for a calendar year, which presupposes comparison and evaluation.

From Annual Conference to Midwinter Meeting

Members will continue to examine, read and evaluate titles. Nominations will again be prepared and sent to the Chair (see Calendar). Throughout this time nominations sent to the chair by ALSC members should be shared with the committee. These are to be given equal consideration with member nominations.

Voting on at least four ballots will occur between Annual Conference and early January. It is essential to examine each cumulative ballot and continually to be selective in voting. When members ballot they are recommending that books be brought to Annual or Midwinter for DISCUSSION. No “list” is prepared until all discussion is completed at Midwinter. No book is on the “list,” indeed there is no “list,” until balloting occurs at Midwinter. Any title with insufficient votes to bring it to discussion may be appealed by any member (see p.15).

Midwinter Meeting

The Chair should notify the committee members as early as possible of the dates and times, and later the place, for the committee meetings at Midwinter. It is imperative that members be present for all meetings. Members should be prompt in arriving so that all meetings begin on time.

Discussion

These meetings are for book discussion and only book discussion with no reference to votes or the final list. Members should avoid the following types of statements: “Okay,

I've changed my mind..."; "Well, I can see it wasn't that great..."; "You've changed my vote...."

The purpose of discussion session is to provide time for each title to receive fair consideration as to its style, illustration, textual accuracy, theme, characterization, etc., as well as to be compared with other titles. The discussion will be divided into Picture Books, Fiction and Nonfiction.

The final list develops not just from the books being discussed, but from all titles nominated and all titles read during the year. The committee is selecting the most notable from a body of publishing for a calendar year and it may be necessary and should be helpful to compare titles.

To be successful and to reach consensus, all members of the committee must participate in the book discussion. Discussion implies not only the ability and preparation to speak about individual titles, but also the willingness to listen to what others have to say and to give fair consideration to the statements of others. All members should approach discussion with the willingness to change their minds.

At the voting session:

Committee members will be given a ballot that will include all titles discussed (see Appendix C). The Chair will instruct members as to the minimum number of titles they may vote for on the first ballot. For example, in order to arrive at a final list in the neighborhood of fifty (50) titles on the first ballot, each member must vote for at least fifty (50) titles. The committee may wish to set a maximum for this ballot as well. NOTE: to ensure that each committee member's vote carries equal weight, it is necessary that each member vote for the same minimum number of titles. Otherwise, the person voting for the fewest titles will unduly control the content of the list. For further explanation, see Appendix D. Newbery, Caldecott, Batchelder, Geisel, Sibert and Pura Belpré medal and honor books are automatically included and are not voted on.

Each member will be reminded that this is a first ballot and at least one additional ballot may be taken before the list is completed. If a second ballot is necessary, they will have an opportunity between ballots to speak briefly to titles they feel are not receiving sufficient consideration.

After the first ballot, the votes will be tallied. All titles receiving six or more votes will be placed on the Notable Children's Books list for that year.

The committee may then, if they desire, speak to any titles in the four- or five-vote category. A second ballot will be taken on the four- or five-vote titles only. No minimum or maximum number need be set on this ballot. Votes will tallied and all titles receiving six or more votes will be added to the list.

The committee will then re-examine the "list," i.e., the titles so far selected. (It is recommended that after these two ballots, the selected titles be placed on the table. This

will allow committee members to actually see the list.) If the committee desires, a third ballot may be taken, considering only titles with four or five “yes” votes form ballot #2.

The Chair, who will be responsible for press release and annotations, may ask the committee’s advice as to which of the reader categories each book should be placed in for publication:

- Younger Readers – Preschool-grade 2 (age 7) including
Easy-to-read books
- Middle Readers – Grades 3-5, ages 8-10
- Older Readers – Grades 6-8, ages 11-14
- All Ages – Has appeal and interest for children in all of the above ages
ranges

The category selected should be that representing the primary potential audience for the book. If the audience covers several categories, place it in the youngest of the several categories.

At the completion of voting and discussion meetings:

The Chair will submit a list of the books (Appendix E) in an appropriate format or word processing program agreed upon with the ALSC office to use for the press release. The release, arranged in reader categories and alphabetically within these categories, will be double-spaced and include complete bibliographic data, checked against title pages for accuracy, and an annotation.

The Chair may elect to ask one of the committee members to prepare the annotations, or the entire committee may work on them. In any case, the preparation of the annotations is the responsibility of the chair, who will edit them. Any further editing prior to publication will be approved by the Chair. The annotations should be submitted to the ALSC Deputy Director before the end of the Midwinter Meeting. NOTE: ALSC is responsible for adding the award winning books’ annotations to the final list. This is not a committee responsibility.

The ALSC Deputy Director will review and give it to the ALA Public Information Office (PIO) staff for editing and release. If the list is submitted before the press conference, PIO will hold the release in confidence until after the press conference.

PART III: ROLES AND RESPONSIBILITIES

Roles and Responsibilities

Responsibility for selection of the year's Notable Children's Books rests with the committee. This manual describes those responsibilities. However, there are others who have responsibilities for the list. The next several pages given an overview of the responsibilities ascribed to others, beginning with an overview of the responsibilities of your committee chairperson.

Committee Chair

The Chair is a voting member of the committee with all the rights and responsibilities of other members.

There is a delicate balance, which the chairperson must maintain, between being the Chair and being a committee member. Many Chairs find it helpful to the free flow of discussion if they limit their discussion to books they feel strongly about, speak later in the discussion of any book, and speak only when a point they wish to make has not already been made.

The Chair's responsibilities include setting the tone for committee discussion. This is done by acceptance of all statements relevant to the discussion, by firm leadership in moving discussion away from irrelevant statements and back to pertinent criteria-based discussion, and by providing an opportunity for all members of the committee to speak without allowing any of the members to dominate the discussion.

Additional responsibilities of the Chair include:

- Corresponding with committee members immediately after appointment.
- Sending letter to each member's employer. (Appendix F)
- Establishing calendar and mailing procedures for the committee. Sending committee roster to all members. (February)
- Conducting and distributing agendas to committee members for all committee meetings. (Annual Conference and Midwinter Meeting)
- Receiving nominations from ALSC members and making sure an announcement is included in *Children and Libraries*.

- Preparing handouts for audience.
- Receiving nominations, preparing ballots, tabulating ballots, and sending them to committee member as per schedule outlined in this manual. (All year)
- Checking eligibility of books nominated, with assistance of Priority Group Consultant. (All year)
- Answering all correspondence promptly, referring correspondence to the ALSC President or staff for reply when appropriate. Copying all correspondence to the ALSC President, ALSC staff, and Priority Group Consultant. (All year)
- Working with ALSC staff to arrange committee meeting schedule. (All year)
- Submitting budget request for next year's chair. (On request only)
- Maintaining financial records of committee's expenses and requesting reimbursement from ALSC. (All year)
- Preparing committee reports at and between conferences for the ALSC Board.
- Alerting ALSC staff of titles needed for consideration (at least three weeks prior to the Annual and Midwinter meetings). Informing ALSC staff immediately of any late additions.

Midwinter Selection Meeting

- Arranging in advance of committee meetings for all material (ballots, books, observer info sheets, etc.) to be available in the meeting room.
- Acknowledging observer presence by letting observers know (by signs and occasional bridging comments) what phase of its work the committee is engaged in. Exercising leadership to assure that the committee can work together without interruption.
- Preparing copy for the press release.
- Preparing committee report for ALSC Board before leaving Midwinter Meeting.

Between Midwinter Meeting and Annual Conference

- Preparing or supervising preparation of annotations, editing them and submitting bibliographically correct list to ALSC staff.
- Approving editorial changes. (Upon request)

- Sending appropriate (needed) committee files to next chair and all other files to ALSC Office.
- Preparing and sending suggestions to the Chair of the next year's committee. (February)

Staff

- On the President's instructions, sends letters of invitation to new committee members. (fall)
- Distributes manuals to new committee members. (December)
- Maintains a collection of all books nominated.
- Works with Chair in establishing meeting schedule. (All year)
- Assists Priority Group Consultant in checking eligibility of books nominated. (Upon request)

For Annual Conference and Midwinter Meeting

- Upon availability, provides one copy of each book to be considered (dependent on publisher's willingness to respond to request).

For Midwinter Selection Meeting

- Requests that Conference Services office provide a secured room for committee meetings.
- Reviews press release, adds results of Newbery, Caldecott, Batchelder, Geisel, Sibert and Pura Belpré committees' deliberations.

After Midwinter

- Receives and reviews brochure copy; checks bibliographical data for accuracy with *Booklist* children's Book Editor; edits annotations, getting final approval from chair; submits to *Booklist* and Publishing; assists with production of brochures.
- If books named to the list that also happen to win other ALA awards or honors (Coretta Scott King Award, Michael L. Printz Award, YALSA Best Books for Young Adults list), these awards and honors should be noted in bold italics on the Notable Children's Books list after the book's annotation. These designations will be added by ALSC staff and should appear on the ALSC Web site version of the Notable Children's Books list and on the Notable Children's Books list that appears in booklet format in the annual publication, "ALA's Guide to Best Reading."

- A “Notables” seal copy is sent to each vendor that produces a notable book that receives the ALSC Notables distinction, with information on how to purchase this seal. Also, a high quality image of the award to place on print media is also available for purchase.

Membership

- May participate in nominating books by sending suggestions to the Chair (Appendix B).

Board

- Regularly, or upon request, reviews and reaffirms the committee’s charge, criteria, procedures, etc.

President

- Appoints or reappoints committee members.
- Appoints committee Chair.
- If necessary, makes appointments to fill vacancies on committee.
- If necessary, deals with conflict of interest of committee members.
- Presides at press conference.

Priority Group Consultant

- Upon request, assists the committee and Chair with procedural problems.

PART IV: APPENDICES

Appendix A

Suggested Background Readings

Fisher, Margery. Intent Upon Reading: A Critical Appraisal of Modern Fiction for Children. Watts, 1962.

Matters of Fact: Aspects of Non-Fiction for Children. Crowell, 1972

Haviland, Virginia. Children and Literature: Views and Reviews. Scott, Foresman & Co., 1973.

Horning, Kathleen T. From Cover to Cover: Evaluating and Reviewing Children's Books. HarperCollins, 1997.

Lukens, Rebecca J. A Critical Handbook of Children's Literature. Scott, Foresman & Co., 1973.

Smith, James Steel. A Critical Approach to Children's Literature. McGraw-Hill, 1967.

Sutherland, Zena. Children and Books. Ninth ed. Longman, 1997.

Appendix B

ALSC Notable Children's Books Nomination Form

Committee members must fill out and return this form when submitting nominations to the Chair. This form may also be found at:

<http://www.ala.org/ala/alsc/awardsscholarships/childrensnomtable/Default1888.htm>

Author:

(Be sure to list all co-authors if applicable.)

Title:

(enter book by title if there is no author)

Subtitle:

(if listed on title page)

Editor or Compiler:

(if listed on title page)

Translator:

Classification:

[Picture Book, Fiction, Nonfiction (Nonfiction includes folktales and poetry)]

Illustrator(s):

Copyright Date:

Hardcover

Publisher:

Price:

ISBN: (with hyphens)

Paperback (if there is one)

Publisher:

Price:

ISBN: (with hyphens)

Annotation (Please be brief and concise. Try to limit your annotation to 35 words. In addition to your 35-word annotation, provide below or on another sheet your rationale for nominating this book.)

Appendix C

Sample Midwinter Ballot

		1
Aardema,	WHO'S IN RABBIT'S HOUSE?	
Adoff,	TORNADO, POEMS	
Aiken,	GO SADDLE THE SEA	
Alexander,	THE TOWN CATS AND OTHER TALES	
Anno,	ANNO'S COUNTING BOOK	
Arthur,	AN OLD MAGIC	
Aufarde,	PIG	
Babbitt,	THE EYES OF THE AMARYLLIS	
Bales,	TALES OF THE ELDERS	
Bayley,	ONE OLD OXFORD OX	
Baylor,	GUESS WHO MY FAVORITE PERSON IS	
Bernstein,	LOSS AND HOW TO COPE WITH IT	
Boesen,	EDWARD S. CURTIS- PHOTOGRAPHER OF THE N. AMER. IND.	
Borland,	THE GOLDEN CIRCLE: A BOOK OF MONTHS	
Brenner,	ON THE FRONTIER WITH MR. AUDUBON	
Briggs,	HOBBERDY DICK	

Appendix D

Voting

The Chair shall prepare a ballot of all eligible titles prior to Midwinter Meeting. The ballot will be a compilation of the Summer and Midwinter discussion lists.

Based upon the number of titles on the ballot, the Chair shall set a number of titles for which the committee members shall vote (usually between 50-55). Members must use the full number of allotted votes in the voting process. Newbery Medal and Honor books, Caldecott Medal and Honor books, Batchelder Medal and Honor books in English, Geisel Medal and Honor books, Sibert Medal and Honor books and Pura Belpré Medal and Honor books (with a copyright date of the previous year) are automatically included on the list of Notable Children's Books and committee members do not vote on these titles. If they are listed on the ballot, they are ignored for the purpose of voting.

The Chair, with assistance from designated committee members, shall tally the ballots. Titles with a majority of votes (six or more) will become part of the Notable Children's Books list along with the award titles noted above. If sufficient titles to create a robust list do not attain this majority, the committee may elect to add titles with less than a majority vote (i.e. books that garner five votes) to achieve a list of suitable length. There is no required number of titles for the list. Past lists vary in length, averaging around sixty to seventy titles.

The titles deemed Notable will be announced to the committee and members of the audience before the committee members begin work on creating the list in its final annotated form for ALSC and *Booklist*.

Appendix E

Style and Procedural Guidelines for Notable Children's Book List

When submitting the final list to ALSC and the *Booklist* Consultant (see #2 below), each title should have complete information, and that information should be provided in the same format/layout and order, using the same abbreviations and punctuation as used in *Booklist*. For example, provide information like this:

Agee, Jon. *Milo's Hat Trick*. illus. Hyperion/Michael di Capua, \$15.95 (0-7868-0902-7).

Milo the Magician needs a...

Davies, Nicola. *Surprising Sharks*. Illus. by James Croft. Candlewick, \$15.99 (0-7636-2185-4).

Bright colors, big print, and breezy writing...

Do not list each element (e.g. author, title, publisher, etc.) on a separate line. Keep elements as running text, then put the annotation on a new line, as above. Please include publisher's imprint if one appears on title page or verso (e.g., Michael di Capua in first example above).

Keep annotations brief and concise with tight writing. Both *Booklist* and ALA's Guide to Best Reading must contend with space limitations and they wish to avoid editing the committee's annotations wherever possible. If annotations run near 35 words or so, they are less likely to require editing.

1. It is very important that as much information as possible is taken straight from the nominated book. Do not use Amazon.com or other similar sources for ISBN numbers unless there is no alternative. Sources that do not use hyphens to separate the various parts of the ISBN number are very difficult to work with when they are being edited.
2. At the end of the term at the Midwinter meeting, submit the following copy on paper and in the appropriate electronic format to the ALSC office and to the *Booklist* Consultant:
 - List of winning titles with annotations and complete bibliographic information, organized by category, including: younger readers, middle readers, older readers, and all ages, and within these categories in alphabetical order by the author's last name or by title if no author is identified.
 - A complete, up-to-date list of committee members in alphabetical order by last name, including their organization/library and city/state of their workplace.

3. ALSC staff is responsible for adding annotations and bibliographic information for the award-winning (Newbery, Caldecott, etc.) books to the final list. That information is taken from the book award press releases. The Notable Children's Books Committee should place the award-winning titles in the appropriate category on the list: younger, middle, older, all ages.

Booklist Consultants do sit in on Notable Committee meetings at Midwinter Meeting and Annual Conference.

Appendix F

Sample Letter to Committee Member's Employer

[DATE]

[NAME, ADDRESS]

[SALUATION]:

Please accept our congratulations and thanks for your support of [NAME] during her [or HIS] term on the ALA'S Association for Library Service to Children's [YEAR] Notable Children's Books Committee.

The committee, which will select the [YEAR] Notable Children's Books, will be considering books for children which are published in the United States during [YEAR]. The job of a committee member has become very demanding. Besides the initial reading, the members have been involved in an intense process of evaluation and discussion to hone their selection/reviewing skills and increase their professional understanding of the field of children's books. It's a demanding but wonderful experience and one that should prove of great value to their libraries, systems, and universities as well as to themselves.

[NAME] has been an exemplary member of this committee and we look forward to seeing [HIM/HER] in [CITY] in [MONTH, YEAR] to make the final selection and in [CITY] in [MONTH, YEAR] for the Notable Children's Books list.

Thank you again for your support during this selection process.

Sincerely,

[NAME], Chair
[YEAR] Notable Children's Books Committee

PART IV: SAMPLES

Sample A

Sample of an eligible book, for consideration by the Notable Children's Book Committee, that was published in a different country and simultaneously or subsequently published in the United States

[ELIGIBLE in 2007]

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Published on Pluto by
Notaplanet Children's Publishing
1 Main St.
Big City, Pluto 12345

Published in the U.S. by
Star-Spangled Press
50 State St.
Washington, DC 20000

Country-of-Origin C.I.P.
Writer, John P.
Larry Trotter and the Eligible Book / by John P. Writer
ISBN-13: 978-0-123-45678-9
ISBN-10: 0-123-45678-9

Printed on Venus

Why?

Although the book has been published outside the U.S., by a non-U.S. publisher, it has been simultaneously published in the U.S. by a U.S. publisher. The words "Published in the U.S. by" are key.

Sample B

Sample of an eligible book, for consideration by the Notable Children's Book Committee, that was published in a different country and simultaneously or subsequently published in the United States

[ELIGIBLE in 2007]

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Published on Jupiter by
Giant House Books
1 Main St.
Big City, Jupiter 12345

Published in the U.S. by
Giant House Books
1 White St.
New York, NY 10000

Country-of-Origin C.I.P.
Penman, James S.
Perry Notter and the Eligible Book / by James S. Penman
ISBN-13: 978-0-123-45678-9
ISBN-10: 0-123-45678-9

Printed on Venus

Why?

Although the book has been published outside the U.S., by a non-U.S. publisher, the non-U.S. publisher has also published it simultaneously in the U.S. The words "Published in the U.S. by" are key.

Sample C

Sample of an eligible book, for consideration by the Notable Children's Book Committee, that was published in a different country and simultaneously or subsequently published in the United States

[ELIGIBLE in 2007]

Copyright © 2006 by Jennifer R. Scribbler
All rights reserved.
First published on Mars by Redplanet Press
First American edition 2007

Library of Congress C.I.P.
Scribbler, Jennifer R.
Sherri Plotter and the Eligible Book / by Jennifer R. Scribbler
ISBN-13: 978-0-123-45678-9
ISBN-10: 0-123-45678-9

Printed on Venus

Why?

Although this book is not eligible in 2006, it is eligible in 2007 due to the explicit statement "First American edition 2007."

Sample D
Sample of a book that is ineligible for consideration by the Notable Children's
Books Committee

[INELIGIBLE]

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Rings & Sons Publishing
1 Main St.
Capitol City, Saturn 12345

Country-of-Origin C.I.P.
Author, Jane Q.
Mary Dotter and the Ineligible Book / by Jane Q. Author
ISBN-13: 978-0-123-45678-9
ISBN-10: 0-123-45678-9

Printed on Venus

Why not?

Publisher is outside the U.S., and there is no affirmative statement of U.S. publication

Sample E
Sample of a book that is ineligible for consideration by the Notable Children's
Books Committee

[INELIGIBLE]

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Trident Children's Books
1 Main St.
Big City, Neptune 12345

Country-of-Origin C.I.P.
Journalist, Joseph J.
Terri Schotter and the Ineligible Book / by Joseph J. Journalist
ISBN-13: 978-0-123-45678-9
ISBN-10: 0-123-45678-9

Printed in the United States

Why not?

Publisher is outside the U.S., and there is no affirmative statement of U.S. publication.
Place of printing is irrelevant.

Sample F
Sample of a book that is ineligible for consideration by the Notable Children's
Books Committee

[INELIGIBLE]

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1 Main St.
Big City, Asteroid 12345
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Country-of-Origin C.I.P.
Plotmaster, Jack E.
Carrie Clotter and the Ineligible Book / by Jack E. Plotmaster
ISBN-13: 978-0-123-45678-9
ISBN-10: 0-123-45678-9

Printed on Venus

Why not?

Publisher is outside the U.S., and the statement indicates U.S. distribution, which hasn't proved to be sufficient to guarantee that the book won't be subsequently published in the U.S. Books may only be considered one time, in the year of U.S. publication.