

**Association for Library Service to Children
Great Websites for Kids
Committee Manual**

April 2006; Revised October 2013

FOREWORD

This manual has been prepared to aid members of the Great Websites Committee in their duties as a virtual committee. With sections on background information, selection criteria, and committee work, it is a guide to commonly asked questions, pertinent information, and guidelines for how committee members may prepare themselves and perform their responsibilities during their term of membership. During their committee terms, members should expect to become familiar with the scope and organization of the Great Websites (GWS) site, to become experts in understanding the criteria for what constitutes superior or great sites, and to keep a watchful eye on past sites for maintenance of quality.

Kimberly Probert Grad
Revised January 2013

Originally written by:
Janet P. Sarratt
January 2006

**GREAT WEBSITES COMMITTEE MANUAL
TABLE OF CONTENTS**

FOREWORD	2
PART I: BACKGROUND INFORMATION	4
Committee Function Statement	5
The Committee	5
ALSC Policies	5
Conflict of Interest	5
Committee Terms	6
Attendance at Meetings	6
Electronic Communication	7
PART II: SELECTION CRITERIA	8
PART III: COMMITTEE WORK	11
Introduction	12
Schedule	12
Processes and Procedures	12
General Guidelines for Virtual Committees and GWS Committee	
Communication	
How Ballot Results Work	
Researching New Websites	
Proofreading Sites to Be Added	
Submitting Annotations	
Contacting Winning Sites	
Maintenance of Great Websites	
Calendar/Deadlines	14
PART IV: ROLES AND RESPONSIBILITIES	18
Committee Chair	19
Co-Chair	20
ALSC Staff	20
ALSC General Membership	20
Board of Directors	20
President-Elect	20
President	20
Priority Group Consultant	20
PART V: APPENDICES	21
APPENDIX A	
Important/Useful Websites to Bookmark	22
APPENDIX B	
Sample Letter to Committee Member's Employer	23
APPENDIX C	
Sample Great Websites Nomination (Suggestion) Form	24
APPENDIX D	
Sample Congratulatory Letter to New Sites Voted to the List	25

PART I: BACKGROUND INFORMATION

Committee Function Statement

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

The Committee

The Great Websites Committee shall consist of nine members, including the chair and co-chair. One member shall be in cooperation with REFORMA to handle the Spanish sites, and shall also be a voting member of the committee.

Date Established: 1999, as 700+ GreatSites Task Force

Chair, co-chair, and seven members (9 total)

Board approved the change in membership and the revision of the function statement at Midwinter Meeting, 2002.

In 2004, the ALSC Board voted to invite REFORMA to appoint a Spanish-speaking member to serve a two-year term for the purpose of evaluating the existing Websites on “Lugares en español para niños” on the GWS site and evaluating new Spanish-language websites for inclusion on this Spanish-language page of GWS. The first term beginning immediately upon appointment and ending December 31, 2005

Adopted by the ALSC Board, the REFORMA member’s position was reconfirmed in March 2006 as to their responsibilities as part of this committee.

ALSC Policies

Members who accept appointment to the Great Websites committee have an important responsibility in selecting sites that are deemed to be “great.” Those sites that are selected will be placed on the Great Websites list. Due to the function of this committee, members should have ready access to the Internet, and be willing and able to participate in discussions and decisions electronically and in a timely manner.

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 advisory 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 nine members of this committee (and the REFORMA representative) are appointed by the Vice-President of ALSC in November 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, preferably the Co-Chair will be elevated to the Chair position. A Co-Chair will also be appointed, so he/she will be knowledgeable of committee happenings and be able to smoothly move into the Chair position. Terms are to begin at the end of the Midwinter Meeting following appointment.

Attendance at Meetings

It is helpful if newly appointed members can attend, as observers, the meetings at the ALA Midwinter Meeting prior to the beginning of their term to familiarize themselves with procedures. Members are not required to attend the Midwinter Meeting or Annual Conference of ALA since all of the work of the committee is done on an electronic basis.

It is recommended that those in the chair and Co-Chair positions be able to attend these conferences in order to remain in contact with the ALSC Priority Group Consultant assigned to the awards committee group, as well as with the current ALSC President and Board.

If, during the member's term, he or she finds for any reason that it is impossible to continue in the committee's work, 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 and Priority Group Consultant with copies to the committee Chair and ALSC Executive Director.

Electronic Communication

Electronic communication is the method of distributing 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," adopted by the ALSC Board in 2000 and printed as Appendix G in the Division Leadership Manual. Also refer to Appendix A of this document for helpful websites with tips on virtual committee work and collaboration.

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 this is a virtual committee, all final decisions of the committee will be made electronically.

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.

It is also recommended that all correspondence for this committee have "GWS" placed first on the subject line so committee members are alerted to a committee communication in their mailboxes.

PART II: SELECTION CRITERIA

Great Websites for Kids Selection Criteria

Established by the first ALSC Children and Technology Committee, 1997

Revised by the Great Websites for Kids Committee; Approved by the ALSC Board of Directors, 2013

Introduction:

The Web is a lot like a flea market: there's a vast selection of sites to choose from but not a lot of order to it. Some sites are offered by reputable "dealers" and some from individuals who want to show off their personal favorite items. Sometimes it's hard to tell what's a hidden treasure, and what's a waste of time. It's not hard to find sites if you use a search engine like Google, or a subject directory like Yahoo (or YahooKids!) A website domain can provide a hint about its content. Sites from commercial businesses usually include ".com"; federal government sites end in ".gov," K12 school sites often include "k12" in the address, and college and university sites often include ".edu." Sites from non-profit organizations often include ".org."

Children's librarians evaluate many types of media for children including books, audio books, e-books, videos, apps and websites. At this site, we have assembled a collection of websites that are noteworthy for excellence and appropriateness for young people, whom we define as children up to and including age fourteen. In making our selections, we consider the following points: authorship, purpose, design and content.

Notes:

- We recognize that each site we include here may not meet all of the criteria to be considered a great site; however, we will use our discretion to make the best choices possible.
- We will be selective in choosing sites that offer reviews from other sources for any type of media. Sites must be consistent with the Library Bill of Rights.
- The content on the Web changes faster than anything we have ever seen in our culture. Therefore, in any recommended list of Websites, the recommendations apply only to the primary sites that are listed, not to every site linked from the primary sites.

A. Authorship/Sponsorship: Who Put up the Site?

- The name of the individual or group creating the site should be clearly stated.
- The creator should give a source for information in the site where necessary.
- The Web site author or manager should provide a way for users to make comments or ask questions.
- The Web site author or manager should be responsive to any questions regarding copyright, trademark, or ownership of all material on the site. Sites that knowingly violate copyright statutes or other laws should not be linked, listed, or recommended.

B. Purpose: Every Site Has a Reason for Being There.

- A site's purpose should be clear and its content should reflect its purpose.
- Advertising should be limited and appropriate.
- Sites devoted strictly to sales will not be considered.
- A good site should enrich the user's experience and expand the imagination. Sites promoting social biases rather than enlarging the views of the child will not be considered.

C. Design and Stability: A Great Site Has Personality and Strength of Character.

- The information on the site should be easy to find and easy to use.

- The site design should be appealing to its intended audience.
- The text should be easy to read, and not cluttered with distracting graphics, fonts, and backgrounds.
- Users should be able to get around the site easily.
- Pages consisting mainly of links should be well organized and appealing to the site's intended audience, and the collected links should be well-chosen and useful to targeted users.
- The site's design should be appropriate for the intended audience.
- The site should be ADA (Americans with Disabilities Act) compliant, as much as possible.
- A game or recreational site should have a clear interface and playing instructions.
- The page should load in a reasonable amount of time.
- The page should be consistently available and load without problems; stability is important.
- Required "plugins" or other helper applications should be clearly identified.
- The design elements and features on the site, such as searchable databases, animations, graphics, sound files, introductory and transitional pages, etc., should enhance and not hinder the accessibility and enjoyment of the site.
- The interactive features should be explained clearly.
- Graphics on the site should be relevant and appropriate to the content.

D. Content: A Great Site Shares Meaningful and Useful Content that Educates, Informs, or Entertains.

- The title of a site should be appropriate to its purpose.
- A site's content should be easy to read and understand by its intended audience.
- There should be enough information to make visiting the site worthwhile.
- If there are large amounts of information on the site, some kind of search function should be provided. There should be at least an outline of topics covered, allowing the users to find topics and move among them easily.
- Spelling and grammar always should be correct.
- The information should be current and accurate, and if the topic of the site is one that changes, it should be updated regularly. A "last updated" date is a plus.
- Links to more information on the topic should be provided.
- The subject matter should be relevant to and appropriate for the intended audience.
- The viewpoint presented should be comprehensible to the intended audience.
- The skills required to use the site's features and structure should be appropriate or appropriately challenging for its intended audience.
- In informational sites, especially those used to support school assignments, quality of content should be most important. Appealing sites for general audiences that are accessible to young people sometimes provide the highest quality content.
- Some sites, such as health and life education sites, may include mature content. Such material should be developmentally appropriate to the information needs of youth.
- A user should not need to pay a fee before using the site. Requiring users to supply names, email addresses or other personal information is not acceptable except to access limited or restricted portions of the site.

PART III: COMMITTEE WORK

Introduction

The committee's evaluation process aims toward the selection of Websites which meet the Great Websites criteria rather than adding a variety of sites that just seem to look good in a list of sites. Working in a group composed of persons from different backgrounds and geographic areas will enable committee members to become aware that in some instances different regions and geographic areas may tend to look at materials in a different light. Please also see Appendix A (page 26).

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

Schedule

It is understood that all committee members will be working on various aspects of the committee's work during the course of the calendar year.

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, balloting, maintenance and adhere to it. Each Chair will adapt the schedule to meet specific years with varying Annual Conference and Midwinter Meeting dates.

Our work begins in early February with an introduction of committee members and an overview of our process, the distribution of the manual and a general discussion of the committee's work for the upcoming year.

In March, June and September, committee members should be prepared to submit three to five sites for consideration and to evaluate numerous sites submitted by the public.

This pre-voting process is followed by two rounds of ballots in each month of April, July and October in order to determine eligibility for inclusion in Great Websites.

Maintenance tasks on Great Websites take place in May and November. This is the opportunity for members to determine the steps needed to update site information. This could include updates to the URL, the annotation or the name of the site. This is also the time to determine if sites should be deselected or submitted to the committee for re-evaluation during the next round of voting.

Processes and Procedures

General Guidelines for Virtual Committees

- When you receive an email requesting a committee response, **RESPOND**
- When you respond, respond to **EVERYONE ON THE COMMITTEE** unless a response to the chair only is more appropriate
- Respond to e-mails in a **TIMELY MANNER**; within 48 to 72 hours if possible
- If a deadline is given for response, **MEET THE DEADLINE**
- If your e-mail address changes, **INFORM THE CHAIR**
- If you have questions, **ASK**
- Please see Section 6 of the "Guidelines for Electronic Communication for ALSC Committees" below.

6. Virtual committees. (From the ALSC Division Leadership Manual)

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

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

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

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

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

General Guidelines for GWS Committee

Communication

- Each email subject should begin with GWS: <specific topic? to help committee members follow subject threads. Please also indicate the year of your committee.
- When writing to the committee chair, please cc the Co-Chair.

How Ballot Results Work

- Before submitting a site to a ballot, check to see if the site is already listed on Great Websites.
- Sites require a “YES” vote from two thirds of GWS committee members in order to be included on the list of Great Sites (With a full committee of nine members, six or more “YES” votes are needed for inclusion as a GWS.)
- When sites are selected, committee members are responsible for providing a URL and annotation to the ALSC office.

Researching New Websites

- Maintain a diligent watch in journals, e-newsletters, list serves and blogs for mentions of new websites to consider for GWS.

Proofreading Sites to be Added to the GWS site

Be sure to check the following:

- Is the address correct?
- Is everything spelled correctly?
- Is there a different section or an additional section that this site should be placed in?
- Double check: is this site already listed on GWS?

Submitting Annotations

- Write a short two-sentence annotation.
- What section and sub-section does the site belong in?

- Choose an age level and a category, as appropriate.
- Assign four to six keywords for each site.

Contacting Winning Sites with Congratulatory Letter (Chairs)

- See Appendix D for a sample letter
- Take note of the site's contact information, which, in the most useful scenario, includes an email address where the letter may be sent. At times, the only way of contacting a site may be through a customer service form.
- Be aware of follow-up correspondence that may be necessary to help in arranging the set-up of the GWS electronic badge (Also see Appendix D).

Maintenance of Great Websites Site

- Sites currently on the GWS site will be divided among all committee members.
- All sites will be checked bi-annually.
- URL should still work.
- Links on homepage should be active.
- If a site is inactive or directs user to a different site, it should be removed.
- If a site has changed its URL, the new address should be displayed on the GWS page.
- If a site has become blatantly inappropriate, it should be removed.
- If a site has dramatically changed its focus (or become too commercial), or there is any question about its appropriateness, it should be submitted to the committee for a re-vote.

Calendar/Deadlines

JANUARY

- ALA Midwinter Meeting, site determined by ALA.
- Those who are in attendance at the Midwinter Meeting may meet (not mandatory, as this is a virtual committee). Updates and discussions may be held, but no major decisions may be made as this is a virtual committee and all decisions must be made online by the virtual committee.
- Midwinter Meeting report distributed to all committee members by the end of January.

FEBRUARY

- Verification of e-mail addresses and committee member information on Great Websites Committee page by the second Friday in February.
- Maintenance sites are divided among committee by the second Friday in February.
- Introduction of committee members – each committee member writes a brief (one or two paragraphs) introduction addressed to entire committee by the second Friday in February.
- Chair distributes manuals electronically to committee members.
- Online discussion of GWS evaluation process and new business third and fourth weeks of February.

MARCH

- Each committee member receives URLs of sites received via the online Submission Form to evaluate whether they should be brought before the full committee for the upcoming final vote by the first Friday in March.
- Each committee member evaluates (pre votes) sites submitted by the public and submits URLs of sites to be included in the final vote by the full committee by the third Friday in March.
- Each committee member submits a minimum of three sites for consideration by full committee by the third Friday in March.

APRIL

- Full Committee votes on all sites submitted for consideration.
- Ballot sent to committee members by first Friday in April.
- Votes due to committee chair by third Friday in April.

MAY

- Winning sites are distributed to committee members for annotation, section assignment, and age level designation by the first Friday in May and are due back by the second Friday in May.
- Chair submits a list of winning sites to ALSC office by the first Friday in May and approval is due back to chair by second Friday in May.
- Maintenance of assigned sections of GWS sites is to be done. Changes, de-selections, or re-vote submissions of maintenance sites are due by the third Friday in May.
- Annotated sites are submitted by the chair to the ALSC office by the fourth Friday in May to be uploaded to the GWS site by the first Friday in June.

JUNE

- Winning sites are notified of their inclusion in GWS after the first Friday in June.
- Chair submits fully annotated list of new GWS additions to ALSC-L after the first Friday in June.
- Changes for maintenance sites submitted to ALSC office by the first Friday in June.
- Each committee member receives URLs of sites received via the online Submission Form to evaluate whether they should be brought before the full committee for the upcoming final vote by the first Friday in June.
- Each committee member evaluates (pre votes) sites submitted by the public and submits URLs of sites to be included in the final vote by the full committee by the third Friday in June.
- Each committee member submits a minimum of 3 sites for consideration by full committee by the third Friday in June.
- ALA Annual Conference, site determined by ALA.

- Those who are in attendance at the Annual Conference may meet (not mandatory, as this is a virtual committee). Updates and discussions may be held, but no major decisions may be made as this is a virtual committee and all decisions must be made online by the virtual committee.

- Annual Conference report distributed to all committee members by the end of June.

JULY

- Full Committee votes on all sites submitted for consideration.

- Ballot sent to committee members by first Friday in July.

- Votes due to committee chair by third Friday in July.

AUGUST

- Winning sites are distributed to committee members for annotation, section assignment, and age level designation by the first Friday in August and are due back by the second Friday in August.

- Chair submits a list of winning sites to ALSC office by the first Friday in August and approval is due back to chair by second Friday in August.

- Annotated sites are submitted by the chair to the ALSC office by the fourth Friday in August to be uploaded to the GWS site by the first Friday in September.

SEPTEMBER

- Winning sites are notified of their inclusion in GWS after the first Friday in September.

- Chair submits fully annotated list of new GWS additions to ALSC-L after the first Friday in September.

- Each committee member receives URLs of sites received via the online Submission Form to evaluate whether they should be brought before the full committee for the upcoming final vote by the first Friday in September.

- Each committee member evaluates (pre votes) sites submitted by the public and submits URLs of sites to be included in the final vote by the full committee by the third Friday in September.

- Each committee member submits a minimum of three sites for consideration by full committee by the fourth Friday in September.

OCTOBER

- Full Committee votes on all sites submitted for consideration.

- Ballot sent to committee members by first Friday in October.

- Votes due to committee chair by third Friday in October.

NOVEMBER

- Winning sites are distributed to committee members for annotation, section assignment, and age level designation by the first Friday in November and are due back by the second Friday in November.

- Chair submits a list of winning sites to ALSC office by the first Friday in November and approval is due back to chair by second Friday in November.
- Maintenance of assigned sections of GWS sites is to be done. Changes, de-selections, or re-vote submissions of maintenance sites are due by the third Friday in November.
- Annotated sites are submitted by the chair to the ALSC office by the fourth Friday in November to be uploaded to the GWS site by the first Friday in December.

DECEMBER

- Winning sites are notified of their inclusion in GWS after the first Friday in December.
- Chair submits fully annotated list of new GWS additions to ALSC-L after the first Friday in December.
- Changes for maintenance sites submitted to the ALSC office by the first Friday in December.
- Chair writes “Thank You Letter” to committee members’ supervisors if requested by the second Friday in December (Appendix B, page 27).

JANUARY

- Chair compiles pre- and post-Midwinter Meeting forms.
- Co-Chair assumes responsibilities after Midwinter Meeting.

PART IV: ROLES AND RESPONSIBILITIES

Roles and Responsibilities

The responsibility for selection and maintenance of the year's Great Websites 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 the committee Chair.

Committee Chair

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

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:

- Sending letter to each member's employer (December) (Appendix B, page 27)
- Establishing calendar and mailing procedures for the committee. Sending committee roster to all members. (February)
- Distributing manuals electronically to new committee members. (February)
- Conducting and distributing agendas to committee members for all committee members
- Corresponding with committee member immediately after appointment.
- Receiving nominations, preparing ballots, tabulating ballots, and sending them to committee members as per schedule outlined in this manual. (All year)
- Checking eligibility of sites nominated. (All year)
- Receiving nominations from ALSC members, committee members, and through the Great Websites nomination form (Appendix C, page 28). (All year)
- Answering all correspondence promptly, referring correspondence to the ALSC President or Program Officer for reply when appropriate.
- Sending congratulatory letter to those sites selected for the GWS (Appendix D, page 29).
- Copying all correspondence to the ALSC President, ALSC Program Officer, and Priority Group Consultant. (All year)
- Retaining copies of pertinent correspondence (electronic and otherwise) for the ALSC past history files. Seeing all is sent to the ALSC office at the end of the calendar year. Records may be in CD and/or print format.
- Submitting budget request for next year's chair. (On request only)
- Maintaining financial records of committee's expenses and requesting reimbursement for ALSC. (All year)
- Attending Annual Conference and Midwinter Meeting when possible.
- Preparing committee reports at and between conferences for the ALSC Board.

Midwinter Meeting and Annual Conference

- Preparing committee reports for ALSC Board by the deadline stated on the report forms.

Between Midwinter Meeting and Annual Conference

- Sending appropriate (needed) committee files to next Chair and all other files to ALSC Program Coordinator.
- Preparing and sending suggestions to the Chair of the next year's committee. (February)
- Follow the committee's calendar of work.

Co-Chair

- Is kept abreast of everything the committee is doing by receiving cc's from all committee members and the Chair.
- Assists the Chair where needed.
- Attends Annual Conference and Midwinter Meeting when possible.

ALSC Staff

- On President-elect's instructions, sends letters of invitation to new committee members. (November - Program Coordinator)
- Works with the Chair in seeing that additions, deletions, and maintenance changes are made to the Great Websites site. (Program Officer, Communications)
- Works with the Chair as a liaison for persons wishing to contact the Chair. (Program Officer, Communications)
- Drafts press releases announcing new sites chosen for inclusion on GWS (Program Officer, Communications)
- Fulfills requests from winners for the digital GWS badge. See Appendix F. (Program Officer, Communications)

ALSC General Membership

- May participate in nominating sites by sending suggestions to the Chair (Appendix C, page 28).

ALSC Board of Directors

- Regularly, or upon request, reviews and reaffirms the committee's charge, criteria, procedures, etc.
- If necessary, deals with conflict of interest of committee member.

ALSC President-Elect

- Appoints or reappoints committee members.
- Appoints committee Chair, preferably former Co-Chair.
- Appoints Co-Chair.

ALSC President

- If necessary, makes appointments to fill vacancies on committee.
- If necessary, deals with conflict of interest of committee members.

Priority Group Consultant

- Upon request, assists the committee and Chair with procedural problems.
- If necessary, deals with conflict of interest of committee members.

PART IV: APPENDICES

Appendix A

Great Websites Committee Manual

Important/Useful Websites to Bookmark (for Committee Orientation)

American Library Association

<http://www.ala.org>

Best Practices for Virtual Committee Work

[http://wikis.ala.org/alsc/index.php/Best Practices for Virtual Committee Work](http://wikis.ala.org/alsc/index.php/Best_Practices_for_Virtual_Committee_Work)

General Tips and Advice for Virtual Collaboration

[http://wikis.ala.org/alsc/index.php/General Tips and Advice for Virtual Collaboration](http://wikis.ala.org/alsc/index.php/General_Tips_and_Advice_for_Virtual_Collaboration)

Great Websites for Kids

<http://gws.ala.org>

Great Websites for Kids Selection Criteria

<http://http://gws.ala.org/about/selection-criteria>

Navigating the 'Net with Your Kids

<http://www.ala.org/alsc/sites/ala.org.alsc/files/content/issuesadv/internettech/NavNetBrochure.pdf>

Web Site Usability for Children

<http://www.useit.com/alertbox/20020414.html>

Appendix B
Great Websites Committee Manual
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] Great Websites Committee during [year].

The committee, selected [number] great sites for the Great Websites for Children List during [YEAR]. In order to refine the list to the sites that were added, approximately [number] were looked at by the committee during [year]. The job of a committee member has become very demanding. Besides evaluating the nominated sites, the members also were involved in an intense process of evaluation of many non-nominated sites in order to locate sites eligible for nomination and later voting. It's a demanding but wonderful experience and one that should prove of great value to their libraries, systems, schools, and children, as well as to themselves.

[NAME] has been an exemplary member of this committee and participated promptly and willingly during the course of their membership in this committee.

Thank you again for your support during this selection process.

Sincerely,

[NAME], Chair
[YEAR] Great Websites Committee

Appendix C Great Websites Committee Manual Nomination (Suggestion) Form (online)



GREAT WEBSITES FOR KIDS

Sponsored by the
ASSOCIATION FOR LIBRARY
SERVICE TO CHILDREN
a division of the
American Library Association

About | Suggest a Site

Sites for Parents, Caregivers, Teachers, & Others

Animals | The Arts | History & Biography | Literature & Languages | Mathematics & Computers | Reference Desk | Sciences | Social Sciences

Home » About

Suggest a Site

Frequently Asked Questions | GWS Committee | Selection Criteria | What's New? | Suggest a Site

Submitted by admin on Thu, 2011-07-28 21:43

Would you like to suggest a site?

The Great Websites for Kids Committee of the Association for Library Service to Children welcomes your site suggestions. Before suggesting a site, please read our criteria for selection.

If you would like the committee to consider a site, please fill out the following form in its entirety. Due to the high volume of submissions, we do not correspond directly with site owners unless their site is selected for inclusion on the Great Websites web page. The committee will notify sites that are chosen via the contact information provided on their web page. **Also, we cannot send out confirmations of form receipt to site owners; if your site is not chosen, you will not be notified.**

Site Name *

URL *

Description

Your name & affiliation *

Word verification *



(verify using audio)

Type the characters you see in the picture above; if you can't read them, submit the form and a new image will be generated. Not case sensitive.

Submit

About Great Websites for Kids | Copyright Statement | Privacy Policy | Feedback

2013 © American Library Association



50 E. Huron, Chicago IL 60611 | 1.800.545.2433

Appendix D
Great Websites Committee Manual
Sample Congratulatory Letter

Dear _____, and the creators of _____

We are happy to announce that the web site _____ at _____ has been selected for inclusion in the American Library Association's Great Websites for Kids, located at: <http://gws.ala.org/>.

Great Websites for Kids are those considered the best websites for ages birth to 14, outstanding in both content and conception. As applied to websites for young people, "great" should be thought to include sites of especially commendable quality; sites that reflect and encourage young people's interests in exemplary ways. Our selection criteria can be found at: <http://gws.ala.org/about/selection-criteria>.

During the Great Websites _____ selection process, your site was one of _____ sites selected as a Great Websites for Kids addition. We hope you will consider linking back to Great Websites for Kids (<http://gws.ala.org>) from your site. ALSC's "A Great Web Site for Kids" badge is available for display on your site. To request the image file, please visit: <http://gws.ala.org/content/great-websites-kids-badge-request-form>.

If you have any questions, please contact the Great Websites Committee by emailing gwsforkids@gmail.com. Congratulations again from all of us on the <year> Great Websites Committee.

Sincerely,

Co-Chair
Great Websites for Kids Committee

Appendix E

Great Websites Committee Manual

GWS Badge Request Form (online)



GREAT WEBSITES FOR KIDS

Sponsored by the
ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN
a division of the
American Library Association

About | Suggest a Site

Sites for Parents, Caregivers, Teachers & Others

Animals

The Arts

History & Biography

Literature & Languages

Mathematics & Computers

Reference Desk

Sciences

Social Sciences

Home

Great Websites for Kids badge request form

Submitted by Laura on Thu, 2012-09-06 15:42



Congratulations on being named a Great Website for Kids (GWS) by the Association for Library Service to Children (ALSC)! We encourage you to link from your site to Great Websites for Kids at <http://gws.ala.org>. If you would like to display the "A Great Website for Kids" badge on your site, please complete and submit this online form. A digital image file of the badge will be sent to you ASAP. (A sample of the badge image appears at left. Image file sent on request will not include the red copyright banner.)

By submitting this request form to ALSC and displaying the GWS badge on your site, you agree to the terms of use detailed below.

Terms & guidelines of use - A Great Website for Kids badge image

- The GWS badge is the copyright of the American Library Association (ALA).
- The badge may **only** be displayed on those websites designated by the Association for Library Service to Children's (ALSC) Great Websites Committee as great sites for kids.
- ALSC/ALA reserves the right to remove GWS status from any website if the GWS Committee deems that the site no longer meets the terms and criteria of Great Websites for Kids, including but not limited to: site has become blatantly inappropriate, has dramatically changed focus, has become too commercial, site is no longer maintained, site is outdated, etc.
- If your site is removed from the GWS database at any time, you are obligated to remove the GWS badge from your website as soon as possible upon notification by and request of ALSC/ALA.

Website Name *

What is the official name of your website that has been designated a Great Website by the Association for Library Service to Children.

URL of your great site's homepage *

Please provide the URL of the homepage for your site, which was designated a Great Website for Kids by the Association for Library Service to Children.

URL of badge placement *

Please provide the URL for the page on which you will display the Great Website badge. This must be a webpage within your ALSC-designated "Great Site," for example the homepage, "About" page, "Awards" page, etc.

Contact Name *

The name of the person who will be responsible for usage of the GWS badge.

Contact Email Address *

Please provide a valid email address for the contact person above.

Contact Phone Number *

Please provide a phone number (including area code) for the contact person listed above. (Please use this format: xxx-xxx-xxxx)

Submit. I agree to the terms of use detailed above.

About Great Websites for Kids | Copyright Statement | Privacy Policy | Feedback

2013 © American Library Association




50 E. Huron, Chicago IL 60611 | ☎ 1.800.545.2433

Appendix F
Great Websites Committee Manual
Cover Note to Badge Recipient

Dear Jon:

Per your request form, I am sending you the Great Websites for Kids (GWS) badge (see digital image file attached) for display on your website. As a reminder, below are guidelines for use of the badge. You agreed to these guidelines when you submitted the online badge request form.

- The GWS badge is the copyright of the American Library Association (ALA).
- The badge may only be displayed on those sites designated by the Association for Library Service to Children's (ALSC) Great Websites Committee as great sites.
- ALSC/ALA reserves the right to remove GWS status from any website if the GWS Committee deems that the site no longer meets the terms and criteria of Great Websites for Kids, including but not limited to: site has become blatantly inappropriate, dramatically changed focus, has become too commercial or outdated, etc.
- If your site is removed from the GWS database at any time, you are obligated to remove the GWS badge from your website as soon as possible upon notification and request of ALSC/ALA.

The attached image file has been digitally and uniquely watermarked with a designation for your organization's website. This technology is in place to provide a means for monitoring appropriate and designated use of the Great Websites for Kids badge, which is the sole property of the American Library Association.

Best wishes,

ALSC Program Officer, Communications