

Association for Library Service to Children

**Arbuthnot Honor Lecture
Committee Manual**

December 2007

ARBUTHNOT HONOR LECTURE COMMITTEE MANUAL

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PART I: BACKGROUND INFORMATION

This manual was designed to provide support for five audiences involved with this lecture.

- Arbuthnot Committee
- Applicants for Hosting the Lecture
- Lecture Host
- Lecturer
- ALSC

Introduction

The May Hill Arbuthnot Honor Lectureship is a unique collaboration between several groups of people—the committee, the chosen Lecturer, the ALSC staff and Board of Directors, and the host site coordinators. The result is an exciting opportunity to celebrate and add to the knowledge and scholarship in the field of children’s literature. Publication in *Children & Libraries: The Journal of the Association for Library Service to Children* ensures the lecture will be a lasting contribution that is available to a broad audience.

The Arbuthnot Committee has two major tasks. The first is to choose the lecturer and the second is to select the site to host the lecture. The committee will have an exciting professional experience that will benefit the children’s literature community.

Amy Kellman, Arbuthnot Manual Task Force Chair
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FUNCTION STATEMENT

To choose annually an individual of distinction who shall prepare and present a paper which shall be a significant contribution to the field of children's literature; to select a host institution and make appropriate arrangements for the presentation of the lecture; to arrange for publication of the lecture in *Children & Libraries: The Journal of the Association for Library Service to Children*.

The lectureship was established in 1968 to honor May Hill Arbuthnot (Appendices A & B).

The Arbuthnot Honor Lecture Committee shall consist of five people appointed by the ALSC President. The chair and four members shall serve for a period of two years, from the close of Midwinter to the close of Midwinter.

TERMS

The lecture shall be given by a person who has made a distinguished contribution to the field of children's literature. The lecturer need not be a resident or citizen of the United States.

RELATED TERMS AND DEFINITIONS

Children's literature: Books published for children up to and including the age of 14.

Lecturer:

The Lecturer may be related to the field in any area: author, illustrator, editor, publisher, professor of children's literature, reviewer, art director, etc.

Site:

The host institution site may be a library, university, special collection, or other appropriate organization. The Lectureship may be sponsored by more than one institution.

Distinguished:

- Marked by eminence and distinction; noted for significant achievement.
- Marked by excellence in quality.
- Marked by conspicuous excellence or eminence.
- Individually distinct.

Criteria in identifying a distinguished contribution:

- Impact of the candidate's work on the world of children's literature.
- Honoring a person who has played a significant role in the field of children's literature.
- Through the Lectureship, the Lecturer has the opportunity to make an additional

contribution to the field.

- The committee needs to respectfully consider the potential of the candidate to make an additional contribution to the field through the Lectureship.

Note: The committee should keep in mind that the award is an opportunity for a scholarly contribution to the field and is not a popularity contest.

Criteria to be considered when choosing a site

- Thoroughness of the application.
- Special reasons for applying such as a particular interest in the work of the Lecturer; a special celebration, etc.
- Evidence of administrative, organizational, and fiscal support by sponsoring institutions and/or organizations.
- The extent to which meaningful cooperation among various local or area groups would suggest an ability to share financial and human resources.
- Geographical placement; keep in mind that part of the mission is for this lectureship to be given in different parts of the country.
- Ability to draw an audience from both the worlds of children's books and the general population.
- Emphasis on Lecture as a distinctive event publicized to and open to all potential attendees.
- Venue for Lecture presentation.
- Any special needs of the Lecturer.
- Site limitations based on its calendar that were included in the proposal.
- Accessibility by major transportation venues in the region.
- ADA Accessibility of the site.

PART II: COMMITTEE WORK

SAMPLE CALENDAR

Fall-December

- Committee members appointed and notified (chair plus four committee members).
- Receive manual from ALSC Executive Director and procedural instructions from committee chair.
- Review the manual, and ask for any clarification, if needed.
- Decide whether to meet at the first Midwinter Meeting.

January to June/July

- Attendance at first meeting at the ALA Midwinter Meeting is optional.
- Send suggestions for lecturer to the committee chair according to established procedures.
- ALSC office and chair coordinate calls for suggestions from the membership via the ALSC blog, electronic discussion list, newsletter, etc.
- Chair distributes suggestions to committee members.
- Research suggested candidates.

June/July

- First Annual Conference meeting(s) to choose the Lecturer. Attendance is required and the meeting is closed.
- Select Lecturer.

August to December

- The chair contacts and confirms Lecturer acceptance and informs publisher (if applicable) and ALSC Executive Director.
- Prepare the press release draft for the Midwinter Meeting announcement.
- Decide whether to meet at second Midwinter Meeting.

January/February

- Announcement of Arbutnot Lecturer for the following year at the Youth Media Awards Press Conference.
- Attendance at second Midwinter Meeting is optional.
- ALSC office works with chair to post application for host sites and publicize the opportunity to apply.

March-April

- Encourage institutions to apply to host Lectureship via such channels as the *ALSCconnect* newsletter, ALSC blog, ALSC wiki, ALSC-L electronic discussion list, and other relevant lists such as the one for the Association of Library and Information Science Educators.
- Receive and review applicants to host.

May

- May 1 deadline for host site applications.

June/July

- Second Annual Conference committee meeting to review applications and choose the host site. Attendance is required.
- Host site is announced by the ALSC President at the ALSC Membership Meeting.
- Press release announcing host site is disseminated.

POLICY FOR SERVICE ON THE ARBUTHNOT 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.

Those who accept an 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 on the committee, but 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.

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.

Policy revised October 2007

COMMITTEE MEMBERSHIP RESPONSIBILITY

The Arbuthnot Honor Lecture Committee is appointed from two to six months prior to the year in which they are choosing the lecturer. For a committee to be effective, there must be full participation of all members.

Each member has the responsibility to research and present his/her nominations for the lecturer and to take full part in corresponding with the committee through the chair. In addition, members will evaluate applications for the host site. A committee member who finds it impossible to do this should resign as soon as possible. If the chair does not hear from a committee member, the chair is responsible for contacting the committee member to ascertain if there is a potential on-going problem that prevents the member from full participation. If there is such a continuing problem, the chair may request that the member resign for the good of the committee. The ALSC President shall immediately accept such resignations when tendered. If the chair cannot contact the committee member or believes the lack of participation will continue, and the member has not resigned, the chair must request the ALSC President consider the situation. In the event that a committee member has not resigned and is not taking an active part in the committee's work, the Executive Committee shall request that the committee member tender his/her resignation. If a committee member refuses, the Executive Committee shall remove the member and inform the ALSC Board of its action. The President shall then appoint a new committee member. The final decision rests with the Executive Committee.

The ALSC members appointed to this committee have actively participated in some aspect of children's literature. Therefore, they will have some background knowledge about different contributors to the field. However, given the breadth and diversity of the field, it is not fair to assume that committee members may be familiar with all the nominated individuals. Emphasis, therefore, should be placed upon thorough research to support each committee member's suggested candidate. This research is then used to ensure all committee members are familiar with the nominated individual and his/her contributions to the field.

Committee members may want to familiarize themselves with ideas for potential speakers by looking at *Horn Book* magazine, *Book Links*, *Bookbird* (the USBBY newsletter), children's literature textbooks, and other appropriate resources.

CONFIDENTIALITY OF DISCUSSION AND OF SELECTION

Committee members are encouraged to seek suggestions for potential lecturers. The purpose of such discussion is to help the committee members to grow in their awareness of potential contributors to the field of children's literature.

As noted above in the Policy for Service on the Arbuthnot Committee, there is a need to maintain a high degree of confidentiality regarding the committee's discussions, both oral and written. Please remember the following are not for public

discussion at any time prior to, during, or following the announcement of the lecturer and/or host site. This is not intended to limit a committee member's right to speak as an individual. However, the goal is to preserve the privacy of other committee members who will thus feel free to speak frankly in a closed session.

- Reasons (other than your own) given by committee members for nominating, supporting or removing an individual or potential host from consideration. The committee's reasons for selection of lecturer and site will be given by the committee chair and/or a designate who prepares the press release and/or the announcement articles.
- The list of individuals and potential hosts.

Another aspect of confidentiality about which there is concern is the need to preserve secrecy between the selection and the public announcement of those selected. One prime reason is to preserve the sense of excitement about the announcement. Another is to ensure that the lecturer and, if possible, the winning host site applicant, are informed before the public. Other reasons for maintaining secrecy about the winners prior to the public announcement include misinformation, which has occasionally been leaked, and poor relationship with ALSC members when some non-committee members are "in on" the information and others are not.

INPUT FROM THE ALSC MEMBERSHIP

Suggestions from the ALSC membership-at-large are welcomed and encouraged.

Chair should confirm the ALSC office places a brief ad-like paragraph inviting members to suggest potential lecturers in issues of *Children & Libraries*, *ALSCconnect*, on the Web site, the blog, and through the member electronic discussion lists.

While encouraging ALSC members to suggest lecturers, remember that the nominations made by committee members, as well as member suggestions are confidential information.

After the lecturer is chosen, ALSC should place an ad-like paragraph in its publications, on the Web site, the blog, and through the member electronic discussion list to encourage people to apply to host the lecture. ALSC members should be encouraged to have their institutions or organizations apply to host a lectureship.

NOMINATION

It is suggested that all formal nominations be submitted via email, fax, and/or U.S. mail.

Suggested Information for a Nomination

- Name

- Professional title/occupation
- Biographical sketch
- Justification for consideration
- Major publications

The committee chair will compile a list of all nominated individuals and disseminate it to committee members.

FIRST MIDWINTER MEETING

Attendance at this meeting is not required. If most of the committee members will be at the first Midwinter Meeting and there are procedural matters to discuss, an open meeting of the committee may be called. The agenda should be limited to discussion of the contents of the committee manual and to establishing operating procedures such as calendar, methods of communication and procedures. No individuals should be discussed at this open meeting. Business early in the committee's year may also be conducted by email, telephone, or U.S. mail.

SELECTION OF LECTURER AT FIRST ANNUAL CONFERENCE MEETING

The main purpose of this meeting is to evaluate and select two potential Lecturers. The second potential Lecturer will be used if the first potential Lecturer is unavailable.

The meeting room set-up should be conducive to discussion. The chair will provide the committee with at least one copy of information related to nominated individuals nominated by the committee members or by members of ALSC at large. It is important for committee members to remember only individuals previously nominated or suggested by committee members or ALSC members may be considered at the selection meeting. No individuals may be added to the list once the Annual Conference meeting begins. For this reason it is important to suggest individuals for committee consideration, and urge ALSC members to send in suggestions to the committee, prior to the conference.

Committee members should bring the following: personal notes about individuals under consideration; all pertinent committee correspondence, including the final list of individuals under consideration; and the nomination statement.

Order of Business

- Reintroduction of committee members.
- Appointment by the chair of a secretary.
- Decide how voting is to be handled.
- Review the terms, criteria, and definitions.
- Review the nominations and select two potential Lecturers.
- Determine who will create the press release after the chair has secured the Lecturer's commitment later in the summer/fall.

The secretary takes minutes of all procedural decisions. No minutes are kept of discussion of individuals. The minutes are placed in the ALSC archives as the record of the committee's actions. The secretary turns in the minutes to the committee Chair prior to the end of the final committee meeting. The Chair attaches the minutes to the Post-Conference Committee Report form found in the Division Leadership Manual and submits them to the ALSC Executive Director, President, Vice-President, and Priority Group Consultant.

After the selection is made, the committee chair confirms commitment from the Lecturer, notifies the ALSC Executive Director, and coordinates the preparation of a press release for the announcement at the Youth Media Awards Press Conference at the following Midwinter.

SECOND MIDWINTER MEETING

Attendance at this meeting is not required. If most of the committee members will be at the first Midwinter Meeting and there are procedural matters to discuss, an open meeting of the committee may be called. The committee may also take this opportunity to prepare/revise? the host site application. The application, or any other procedural business before the committee at this point, may also be discussed and prepared via email, telephone, or U.S. mail.

SELECTION OF LECTURESHIP SITE AT SECOND ANNUAL CONFERENCE MEETING

The main purpose of this meeting is to evaluate and select a host site for the lectureship.

Order of Business:

- Reintroduction of committee members.
- Appointment by the chair of a secretary.
- Decide how voting is to be handled.
- Review the terms, criteria, and definitions.
- Review the applications and select a site.
- Deliver the information to the onsite ALSC office so that an announcement can be made at the ALSC Membership Meeting, usually held on Monday.
- Create a press release for the ALSC office to disseminate following the conference.

The secretary takes minutes of all procedural decisions. No minutes are kept of discussion of individuals sites/applications. The minutes are placed in the ALSC archives as the record of the committee's actions. The secretary turns in the minutes to the committee Chair prior to the end of the final committee meeting. The Chair attaches the minutes to the Post-Conference Committee Report form found in the Division Leadership Manual and submits them to the ALSC Executive Director, President, Vice-President, and Priority Group Consultant.

EFFECTIVE DISCUSSION

Every attempt will be made to arrange the room to be conducive to discussion. However, committee members may have to overcome some physical obstacles. Discussion is enhanced if committee members keep in mind the following tips.

- Speak loudly enough to be heard.
- Try not to engage in private conversations with individual committee members during the meetings.
- Speak briefly, and allow others an opportunity to speak before speaking again.
- Listen carefully to other committee members.
- Speak only to the terms, criteria, and definitions for this honor lecture award.
- Avoid generalities such as, “I love this city.”

PART III: ROLES AND RESPONSIBILITIES

COMMITTEE CHAIR

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

There is a delicate balance that the chair must maintain between serving as chair and serving as a committee member. Many chairs find it helpful to the free flow of the discussion if they limit their discussion to candidates they feel strongly about, and speak only to make a point that has not already been made.

The chair is responsible for setting the tone for committee discussion. This can be done by accepting all statements relative to the discussion, by firm leadership leading the discussion on pertinent issues, and by the ability to provide opportunity and encouragement for all committee members to speak, without allowing any member to dominate. In addition, the chair does the following:

- Establishes calendar and mailing procedures for the committee. Sends committee roster to all members (November – December).
- Conducts all committee meetings (Midwinter Meeting and Annual Conference).
- Corresponds with committee members immediately after their appointment. Establishes communication chains such as e-mail distribution lists and any other checks that ensure correspondence is received and answered as needed.
- Receives suggestions and nominations; prepares lists of eligible lecturers and sends them to committee members.
- Answers all correspondence promptly, referring correspondence to the ALSC President, Priority Group Consultant, or Executive Director for reply when appropriate. Copies all procedural correspondence, not confidential discussion of lecture candidates, to committee members, to the ALSC Executive Director, the ALSC President and Vice President, and to the Priority Group Consultant.
- Works with the ALSC staff to arrange committee meeting schedule so that it fits with the other award committees and for materials needed for meetings, such as name cards, ballots, etc.
- Submits budget request for next committee (on request).
- Maintains financial records of committee's expenses and requests a reimbursement from ALSC (all year). Refer to Division Leadership Manual for reimbursement limits and procedures.
- Prepares committee agendas and submits them to the ALSC Executive Director, President, Vice President, and Priority Group Consultant prior to meetings using the Agenda Cover Sheet form found in the Division Leadership Manual.
- Prepares committee reports and submits them to the ALSC Executive Director, President, Vice President, and Priority Group Consultant following meetings using the Post-Conference Committee Report Form found in the Division Leadership Manual.
- Contacts non-participating committee members and, if necessary, after consultation with Priority Group Consultant, ALSC President, suggests their resignation from the committee.
- Represents the committee at the Division Leadership Meeting and meetings of

Priority Group III.

- Presents problems to Priority Group Consultant as needed.

First Midwinter Meeting

- This meeting is optional; if the committee chooses to meet the chair will work with the ALSC office ahead of time to arrange for a table at the ALSC All-Committee meeting.
- If the committee is to meet, chair prepares the agenda ahead of time and submits it to the ALSC Executive Director, President, Vice President, and Priority Group Consultant using the Agenda Cover Sheet form found in the Division Leadership Manual.
- If committee met, prepares committee report and submits it to the ALSC Executive Director, President, Vice President, and Priority Group Consultant using the Post-Conference Committee Report Form found in the Division Leadership Manual.
- If chair attends Midwinter, even if the Arbutnot Committee chooses not to meet, the chair should attend the ALSC Division Leadership Meeting.

Between the First Midwinter Meeting and the First Annual Conference

- Chair works with ALSC office to solicit suggestions from the membership at large via the ALSC newsletter, blog, wiki, electronic discussion list, etc.
- Chair works with ALSC office to arrange for a meeting room at Annual Conference.
- Chair prepares the agenda ahead of time and submits it to the ALSC Executive Director, President, Vice President, and Priority Group Consultant using the Agenda Cover Sheet form found in the Division Leadership Manual.
- Chair sends suggestion list to committee members.

First Annual Conference

- This meeting is required, and closed.
- Chair conducts meeting to determine 2 potential Lecturers.
- Chair determines who will prepare the press release for the announcement at the Youth Media Awards Press Conference during the following Midwinter Meeting.
- Chair should attend the ALSC Division Leadership Meeting.

Between the First Annual Conference and the Second Midwinter Meeting

- Chair secures commitment from Lecturer.
- Coordinates preparation of the press release and submits it to the ALSC office by 12/1.
- If committee wishes to meet at Midwinter, chair works with ALSC office to arrange a table at the ALSC All-Committee Meeting.
- If committee will meet, chair prepares agenda as above.

Second Midwinter Meeting

- This meeting is optional, and open.
- If committee met, prepares committee report and submits it to the ALSC Executive Director, President, Vice President, and Priority Group Consultant

using the Post-Conference Committee Report Form found in the Division Leadership Manual.

- If chair attends Midwinter, even if the Arbuthnot Committee chooses not to meet, the chair should attend the ALSC Division Leadership Meeting.
- There is a Youth Media Awards Press Conference Preparation meeting on Friday night that the chair should attend if available. If the press release has been submitted to the ALSC office by the 12/1 deadline, it is not necessary to attend this meeting.
- Chair (and members) may wish to attend the Youth Media Awards Press Conference to hear the announcement.

Between the Second Midwinter Meeting and the Second Annual Conference

- Chair confirms meeting room arrangements for Annual Conference with ALSC office.
- Chair coordinates creation/revision of host site application and works with ALSC office to post it on the Web site and publicize the opportunity to apply via the ALSC newsletter, blog, electronic discussion list, etc.
- Chair prepares agenda as above.
- Chair sends applications to committee members.

The Second Annual Conference

- This meeting is required, and closed.
- Chair conducts meeting to determine the host site.
- Chair makes sure information is delivered to the onsite ALSC office by noon on Sunday for the President's announcement at the Membership Meeting, traditionally held on Monday.
- Chair determines who will write the press release announcing the site and submit it to the ALSC office for dissemination following the conference.
- Chair should attend the ALSC Division Leadership Meeting.
- Chair prepares committee report and submits it to the ALSC Executive Director, President, Vice President, and Priority Group Consultant using the Post-Conference Committee Report Form found in the Division Leadership Manual.
- Chair (and members) may wish to attend the Membership Meeting to hear the announcement.

Between the Second Annual Conference and Lecture

- Chair notifies site winner as well as nonselected sites.
- Chair notifies Lecturer of site.
- Chair acts as liaison between Lecturer and host institution.
- Chair sends letter of thanks to committee members.
- Chair sends letter of thanks to committee members' supervisors.
- Prepare to attend Lecture!

COMMITTEE MEMBERS

First Midwinter Meeting

- Attendance optional.

First Annual Conference Meeting

- Attendance required. Closed meeting.
- Prior to meeting, research suggested Lecturers and come prepared to discuss them and select two potential choices.

Second Midwinter Meeting

- Attendance optional.
- Committee members may wish to attend the Youth Media Awards Press Conference to hear the announcement made.

Second Annual Conference

- Attendance required. Closed meeting.
- Prior to meeting, read applications and come prepared to discuss them and select a host site.

PRIORITY GROUP CONSULTANT

- On request, assists the committee and chair with procedural and personnel problems.
- Acts as liaison between committee chair and ALSC Board.

ALSC STAFF

- Checks eligibility for membership of committee members appointed.
- On the President's instructions, sends letters of invitation to persons invited to serve on the committee.
- Works with chair to disseminate press releases, announcements, calls for suggestions and applications, etc. via the ALSC Web site, blog, wiki, electronic discussion list, etc.
- Distributes manuals to committee members immediately after appointment and posts the manual to the ALSC Web site.
- Works with committee Chair in establishing meeting schedule and table/room arrangements.

First Midwinter Meeting

- Upon request reserves a table for the committee at the ALSC All-Committee Meeting.

Between the First Midwinter Meeting and the First Annual Conference

- Works with chair to arrange meeting room at Annual Conference.
- Works with chair to solicit suggestions from the membership at large via the ALSC newsletter, blog, wiki, electronic discussion list, etc.

Between the First Annual Conference and the Second Midwinter Meeting

- Once chair has secured commitment from Lecturer, ALSC office sends congratulatory letter confirming honorarium and travel expenses to be paid from the Arbuthnot Endowment (local expenses including hotel are to be paid by the host); supplying samples of past Lectures; enclosing the permission form for the Lecture to appear in *Children and Libraries*; etc.

Second Midwinter Meeting

- Upon request reserves a table for the committee at the ALSC All-Committee Meeting.
- Provides press release from chair to ALA's Public Information Office for the announcement at the Youth Media Awards Press Conference.

Between the Second Midwinter Meeting and the Second Annual Conference

- Works with chair to disseminate press release about Lecturer.
- Works with chair to post application for host sites and publicize the opportunity to apply via the ALSC newsletter, blog, wiki, electronic discussion list, etc.
- Works with chair to reserve meeting room space for Annual Conference.

Second Annual Conference

- Makes sure to get host site information from the chair to give to the ALSC President for the announcement at the Membership Meeting.

Between Second Annual Conference and Lecture

- Upon request, sets up conference call with host site coordinator, chair, and Lecturer and/or publisher, if appropriate, to discuss dates, procedures, etc.
- Disseminates press release announcing site.
- Sends letter of congratulations to host site, including the host site checklist and a sample scrapbook from a previous host.
- Provides host site coordinator with advanced information about ALA/ALSC attendees.
- Make hotel and travel arrangements for ALSC Executive Director, President, and chair. These expenses are paid by ALSC.

HOST SITE COORDINATOR

- See "Responsibilities of Host Institution" (Appendix D) and "Checklist for Host Institution" (appendix E).

LECTURER

- Works with host site to determine date, make hotel and travel arrangements.
- Prepares lecture
- Returns permission form to ALSC so that Lecture may be printed in *Children & Libraries* (Lecturer retains ownership of the Lecture and licenses it to ALSC on a nonexclusive basis).
- At the time of the lecture, provides final text electronically for inclusion in *Children & Libraries*.
- At the time of the Lecture, participates in 1-2 social events such as a luncheon or

- reception; there may also be a booksigning, if Lecturer is an author or illustrator.
- Presents Lecture.

ALSC MEMBERSHIP

- Promotes information and publicity regarding the lecture.
- Suggests candidates for consideration to the chair.

ALSC BOARD

- Regularly, or on request, reviews and reaffirms or changes the terms and procedures for award selection.

ALSC PRESIDENT

- Appoints four members of the committee, plus the chair.
- If necessary, makes appointments to fill vacancies on the committee.
- If necessary, deals with conflict of interest or non-participation of committee members, in consultation with the Executive Committee and Priority Group Consultant.
- Presides at announcements.
- Attends Lecture. May be invited to bring remarks.

APPENDICES

Appendix A: The May Hill Arbuthnot Honor Lecture Fact Sheet



May Hill Arbuthnot (1884-1969) was born in Mason City, IA, and graduated from the University of Chicago in 1922, receiving her master's degree in 1924 from Columbia University. Along with educator William Scott Gray, she created and wrote the Curriculum Foundation Readers—better known as the "Dick and Jane" series—for children published by Scott, Foresman. Her greatest contribution to

children's literature, however, was her authorship of *Children and Books*, the first edition of which was published in 1947. In 1927, she joined the faculty of Case Western Reserve University, and there she met and married Charles Arbuthnot, an economics professor. She also served as editor of both *Childhood Education* and *Elementary English*. Her other works include *The Arbuthnot Anthology of Children's Literature* and *Children's Books Too Good to Miss*. To link Arbuthnot's name with an oratory award makes perfect sense. When accepting the award in 1969, she recalled "that long stretch of years when I was dashing from one end of the country to the other, bringing children and books together by way of the spoken word." She also affirmed, "I am a strong believer in the efficacy of direct speech.... a forthright vigorous lecture can set fire to a piece of literature that had failed to come to life from the printed page." She was thrilled at the prospect of this award providing a forum for "new voices speaking with new insight and new emphasis in the field of children's lectures." (Quote from *The Arbuthnot Lectures, 1970-79, ALA/ALSC, 1980.*)

The lecturer, announced at the ALA Midwinter Meeting, may be an author, critic, librarian, historian, or teacher of children's literature, of any country, who shall prepare a paper considered to be a significant contribution to the field of children's literature. Once the name is made public, institutions wishing to host the lecture may apply. A library school, department of education in college or university, or a children's library system may be considered. This paper is delivered as a lecture each April, and is subsequently published in *Children & Libraries, the journal of the*

Association for Library Service to Children. Scott, Foresman established the lecture series in 1969.

Appendix B

CHRONOLOGY OF ARBUTHNOT HONOR LECTURES

YEAR	LECTURER	SITE
2008	David Macaulay (U.S.A.)	
2007	Kevin Henkes (U.S.A.)	Lexington, KY
2006	Russell Freedman (U.S.A.)	Williamsburg, VA
2005	Richard Jackson (U.S.A.)	Philadelphia, PA
2004	Ursula K. LeGuin (U.S.A.)	Phoenix, AZ
2003	Maurice Sendak (U.S.A.)	Cambridge, Massachusetts
2002	Philip Pullman (England)	Queens, New York
2001	Susan Cooper (U.S.A.)	Portland, Oregon
2000	Hazel Rochman (U.S.A.)	Storrs, Connecticut
1999	Lillian N. Gerhardt (U.S.A.)	San Jose, California
1998	Susan Hirschman (U.S.A.)	Columbia, South Carolina
1997	Katherine Paterson (U.S.A.)	Aberdeen, South Dakota
1996	Zena Sutherland (U.S.A.)	Dallas, Texas
1995	Leonard Everett Fisher (U.S.A.)	Milwaukee, Wisconsin
1994	Margaret K. McElderry (U.S.A.)	Coronado, California
1993	Virginia Hamilton (U.S.A.)	Richmond, Virginia
1992	Charlotte Huck (U.S.A.)	Bozeman, Montana
1991	Iona Opie (England)	Washington, D.C.
1990	Ashley Bryan (U.S.A.)	New Orleans, Louisiana
1989	Margaret Mahy (New Zealand)	Pittsburgh, Pennsylvania
1988	John Bierhorst (U.S.A.)	Norman, Oklahoma
1987	James Houston (Canada)	DeKalb, Illinois
1986	Aidan Chambers (England)	Little Rock, Arkansas
1985	Patricia Wrightson (Australia)	Bloomington, Indiana
1984	Fritz Eichenberg (U.S.A.)	Minneapolis, Minnesota
1983	Leland B. Jacobs (U.S.A.)	Athens, Georgia
1982	Dorothy Butler (New Zealand)	Orlando, Florida
1981	Virginia Betancourt (Venezuela)	Denton, Texas
1980	Horst J. Kunze (Germany)	Milwaukee, Wisconsin
1979	Sheila Egoff (Canada)	Columbia, South Carolina
1978	Uriel Ofek (Israel)	Boston, Massachusetts
1977	Shigeo Watanabe (Japan)	Boise, Idaho
1976	Jean Fritz (U.S.A.)	Los Angeles, California
1975	Mollie Hunter (Scotland)	Philadelphia, Pennsylvania
1974	Ivan Southall (Australia)	Seattle, Washington
1973	Betinna Hurlimann (Switzerland)	Kansas City, Missouri
1972	Mary Ørvig (Sweden)	Chicago, Illinois
1971	John Rowe Townsend (England)	Atlanta, Georgia
1970	Margery Fisher (England)	Cleveland, Ohio

Appendix C

APPLICATION TO HOST

MAY HILL ARBUTHNOT HONOR LECTURESHIP, 20XX

I. APPLICANT

- A. _____
Name of institution - library school; university; college; library system; department of education; etc.
- B. _____
Contact - name of person responsible for submitting this application.
- C. _____
Street address
- D. _____
City, State, Zip Code
- E. _____
(area code)Telephone/ Fax number
- F. _____
Email Address

II. In completing the sections below, additional pages may be added as necessary.

A. Reasons for application:

B. Site:

C. Facilities:

1. Lecture facilities can be provided for an audience of _____.
2. Other considerations (live transmission or teleconferencing capabilities, etc.):

D. Administrative support (include evidence of financial support):

E. Cooperation with other agencies (indicate agencies that have agreed to cooperate and the nature of their cooperation):

F. Would the Arbuthnot Lecture be scheduled in conjunction with **another** event, i.e., conference, regional meeting, annual workshop? ___yes ___no

If yes, would individuals attending the lecture be expected to register for the conference, regional meeting, annual workshop, etc.? ___yes ___no

If applicable, please describe plans for the event planned in conjunction with the lecture.

G. How would the lecture be publicized?

H. Name and title of individual who would be directly responsible for coordinating all local arrangements:

I. Please list the name and telephone number of the person to contact if questions should arise during our committee deliberations at the 20XX Annual Conference:

Person To Contact: _____

Daytime Telephone #: _____

Evening Telephone #: _____

If this person will be attending the 20XX Annual Conference, please let us know his/her local accommodations.

III. Responsibility: We accept the responsibilities outlined in the Information Sheet.

Signed

Title

Date

NOTE: Supporting letters from administrators and cosponsors and other relevant documents may also be submitted. All such materials should clearly indicate the name of the primary applicant or site, and must reach the committee by the deadline listed below. APPLICATIONS AND DOCUMENTS RECEIVED AFTER THE DEADLINE CANNOT BE CONSIDERED.

For more information or clarification, contact Marsha Burgess, ALSC Program Coordinator, at 800-545-2433, ext. 2166; mburgess@ala.org

**Please send 5 copies of this application and all supporting documents
TO ARRIVE BY by MAY 1, 20XX to:**

[Insert chair's contact information, including email]

Appendix D

RESPONSIBILITIES OF THE HOST INSTITUTION

1. To act as host for the May Hill Arbuthnot Lectureship, preferably in April. The date is to be arranged at the mutual convenience of the Lecturer and the host institution.
2. To arrange and pay for the local expenses of the Lecturer, including but not limited to a reception, dinner, or other hospitality honoring the speaker preceding or following the Lecture and to pay for all local lodging, meals, taxis, etc. If a display of the Lecturer's published works (e.g., books, articles, etc.) is arranged, it will be at the host's expense, not the Lecturer's. The Arbuthnot Endowment covers only the honorarium and travel expenses to and from the host city.
3. To prepare and distribute regional publicity. ALA will issue national press releases. Further local and regional publicity is the responsibility of the host institution.

Please note: The lecturer is not to be invited to give any talks the week preceding the May Hill Arbuthnot Lecture at the host institution or in the immediate vicinity. The lecturer is responsible for presenting the Arbuthnot Lecture only. If applicable, autographing and sale of books may be arranged with the publisher by the host institution. Any other programs/events (other than those promoting the Lecture) must be arranged with the Lecturer's publisher(s) or agent, must be arranged with the Lecturer's knowledge and permission, must be funded separately and must occur no sooner than one day **following** the Lecture. All programs/events/activities must appear on a master schedule available in advance to the committee chair, the Association for Library Service to Children office, and the Lecturer.

Appendix E

MAY HILL ARBUTHNOT HONOR LECTURE CHECKLIST FOR HOST INSTITUTION

You are about to begin a season of planning that will culminate in the Arbuthnot Honor Lecture, and experience that we hope will be both challenging and stimulating.

The checklist that follows is based on the needs of ALSC and the experience of the previous Arbuthnot Lecture hosts. Its purpose is to clarify your responsibilities as host, to outline necessary procedures, and to provide a general timetable and a few essential dates.

ALSC's Arbuthnot Honor Lecture Committee, its Chair, and the ALSC staff are available to help you whenever you wish for assistance. We depend upon you for regular communication, and we count on you to keep us (and through us, the rest of the organization) informed of your progress and your needs. Please don't hesitate to call on us whenever you have questions or need help.

We wish you luck, and we will all look forward to your success in the spring.

I. Speaker Arrangements

1. Contact your steering committee and those responsible for confirming lecture hall use to set several mutually acceptable lecture dates in April or early May. Report potential dates to the ALSC Arbuthnot Committee chairperson, who will contact the lecturer, the ALSC office, and interested publishers. Firm date should be set by **September 23rd**, if at all possible.
2. After the ALSC Arbuthnot Committee Chair confirms the actual date with all concerned, write a letter of welcome to the speaker. Request information on travel plans.
3. Reserve speaker's hotel room for nights preceding and following the lecture (see "general suggestions" below). Reserve a block of rooms in the same hotel for ALSC and publisher representatives. (Consult with the ALSC Executive Director concerning how long the additional rooms should be reserved for these involved individuals for whom you are not financially responsible).
4. Arrange social activities for the speaker: meeting local librarians, representatives of co-sponsoring or cooperating groups, members of interested faculties, etc. Include sightseeing and interviews with local press, radio, or television to promote the lecture. Consider the speaker's special interests. **The speaker may not be invited or scheduled to do any other speech, program, or presentation in your region during**

the week prior to the Lecture.

5. When the general schedule of events takes shape, write to speaker describing tentative arrangements and send brochures describing locality of the host institution. Make certain to keep the speaker informed of all plans. Consult the speaker concerning her/his preferences. Be sure to include information on who will be meeting speaker's plane, how to reach local chairperson (at home and at work) in case of emergency or complications, how to make a phone call from the airport (if the speaker is foreign).
6. Meet the speaker at the airport.
7. Later, at lecturer's convenience but before first scheduled function, plan a briefing session to go over the entire schedule, which should be typed out. Include the names and positions of people whom the speaker will meet at small gatherings.
8. General Suggestions:
 - a. Allow for jet lag. If the speaker is coming in from a great distance, allow an extra day before the lecture.
 - b. Schedule lightly; give the speaker time to recover from traveling before social activities begin. Allow plenty of private time during the period before the lecture. Save additional appointments until after the lecture has taken place. Plan for the speaker to have a quiet, private meal—perhaps with other program participants or guests—before the lecture.
 - c. Plan a practice session in the room where the lecture will be held to give the speaker a chance to try out the microphone, get a sense of the room, and check equipment for visuals, if any.

II. Local Arrangements and Program

Perhaps most important of all to your success is the organization of your steering committee or local planning group. This lectureship is held each year in a different location in order to involve the broadest possible spectrum of those working with children and literature. In the past, the most successful lectures have been those for which members of a number of groups in an area have cooperated to make the lecture a truly regional event. Encouragement of such cooperation among a variety of organizations, professions, and communities is one of your responsibilities committees to work on various aspects of the project and by planning for regular communication among those involved. Make sure that those who endorsed your application, whether as co-hosts or by letter of support, are officially included in your plans and recognized in your publicity, and that no one who wishes to help is

excluded. Such an experience will build relationships that will be alive and well long after the lecture is over.

1. Reserve auditorium as soon as date is known.
2. Send the name and address of the person to whom requests for tickets should be sent, to the Chair of the Arbuthnot Committee by September 30th. Include date, place, and time of lecture. The ALSC office will prepare a press release that will be released through the ALA Public Information Office to the library media. Twenty-five copies for local distribution will be sent to you by the ALSC Executive Director.
3. Decide whether to hold reception, dinner, or some other form of hospitality honoring the speaker after the lecture. Once time and type of entertainment are decided, reserve the rooms, and arrange for catering and flowers.
4. Get the following from the Arbuthnot Committee Chair: (1) the exact title of the lecture as it should appear on the program, (2) a photograph of the lecturer, and (3) a biography of the lecturer.
5. If audio/visual equipment is required by the lecturer, make necessary arrangements to secure it. **Pre-test** the equipment and have operators available as needed.
6. Circulate notices announcing the lecture no later than February 15, and include a form for obtaining tickets. The following information should be included: speaker's name, date, time, and place, request for a self-addressed, stamped envelope; date when tickets will be mailed; and cut-off date for requesting tickets (about two weeks before the lecture in order to get a count). Enclose a map of the area, showing parking and location of air and rail terminals, and brochures describing local hotel accommodations and sightseeing (especially for those outside the area). Set aside tickets for ALSC, publisher, and local VIPs who will attend.
7. Have tickets printed (about twice as many as anticipated audience), at least by March 15. Tickets should be mailed about a month before the lecture.
8. Target local publicity: local, state, and regional libraries; colleges and universities; parent and teacher associations; professional groups such as the American Association of University Women, International Reading Association; etc. Take advantage of scheduled meetings and mailings to announce the lecture.
9. Evaluate which local media contacts are most significant for the lecturer, e.g., TV, radio, book reviewers, general newspapers, and

community or ethnic newspapers and organizations. Make personal contact with appropriate individuals at each place several months before lecture. Provide them with full biographical information on lecturer as well as other lecture details. Remember to follow up three to four weeks before actual lecture.

10. Decide program format (welcome, introductions, etc.) The ALSC Arbuthnot Committee Chair will introduce the Arbuthnot lecturer. The ALSC president will bring greetings from ALSC and ALA; the ALSC president will also introduce the ALSC executive director, Arbuthnot Committee members, and representative(s) from the lecturer's publisher(s). You will introduce local co-hosts and representatives of the sponsoring organization(s).
11. Drafts of all program, poster, and other printed material should be confirmed with the ALSC executive director before such material is printed. Get programs printed at least two weeks before the lecture. The program should clearly identify the sponsoring organization(s) and the local co-host. Print at least 10% more programs than expected number of attendees; include in count 20 copies for ALSC files. Provide copies of the printed program to all platform participants as soon as they arrive.
12. Arrange for ushers at the program and hosts for the reception or dinner.
13. Arrange for special parking for special guests. Arrange for traffic control for all lecture attendees, if necessary.
14. Arrange to have special out-of-town guests and platform participants met and taken to the airport or other terminal, if necessary. Be in close touch with ALSC executive director and ALSC Arbuthnot Committee Chair concerning directly-involved individuals who will benefit from receiving a map, a tentative schedule, etc., in advance.
15. Arrange to have single copies of relevant published books by lecturer on display in the lecture hall or on the platform.
16. Appoint ushers and hosts.

III. Essential Formalities

1. Copies of all correspondence concerning the lecture should be forwarded to the Chair of the Arbuthnot Lecture Committee and the executive director of ALSC. This is crucial to the committee's function and the success of the lecture.
2. If the lecturer has one or more U. S. publishers, check with each to find

out if they wish to attend. (As indicated on the application you filed in the spring, it is the responsibility of the host institution to provide any materials or items for sale will be included in the arrangements for book sales, etc. The ALSC Arbuthnot Lecture brochure may be distributed at the lecture.

3. The host site and regional committee may not plan any formal appearance for the speaker other than the lecture and appointments to promote the lecture.
4. No lecture posters, lecture-connected publications, or lecture video or audiotapes or other lecture mementos may be sold by the host site for fund raising purposes before, during, or following the lecture. The ALSC executive director will decide whether the collected Arbuthnot speeches or other ALSC publications will be sold at the ALSC Arbuthnot Lecture.
5. Please observe all deadlines.
6. Following the lecture (not later than three weeks after lecture), send a brief written report accompanied by a set of printed materials (ticket application, tickets, programs, all publicity) to both the Arbuthnot Committee Chair and the ALSC office. Include a financial statement (see form attached). Your report will be helpful to next year's host as well as to the committee.
7. published works that are to be displayed.) If you wish to have lecturer autograph books for sale, arrange well in advance with your local bookstore(s). If this is not a possibility, write directly to the publishing house and arrange for books to be sent on consignment. Please do not request that the publisher(s) donate books.

CALENDAR

July

- Contact speaker and arrange lecture date
- Reserve auditorium
- Relay proposed dates to ALSC Arbuthnot Committee Chair

September 23rd

- Deadline for notifying Arbuthnot Committee Chair of proposed lecture date(s) and site.

Fall

- After date is set and confirmed with lecturer,

ALSC executive director and publishers by the Arbuthnot Committee Chair, write to welcome the speaker.

- Appoint local arrangements committee(s)
- Reserve speaker's hotel room; reserve block of rooms for official ALSC participants, publishers, special guests
- Plan for dinner or reception. Arrange for catering and flowers.
- Decide on program format, invite participants
- Send information on tentative arrangements to speaker
- Arrange for ticket request forms

February

- Get tickets printed
- Obtain title of lecture, photo and biography of lecturer
- Circulate local publicity
- Make local media contacts
- Plan for book sales, ALSC materials (sales, etc.)

March

- Make parking arrangements
- Arrange for audio-visual equipment
- Plan social activities for speaker
- Follow up on contacts with press and media coverage of lecturer's visit
- Plan for airport pickup and delivery of speaker and out-of-town guests.
- Have programs printed (2-4 weeks ahead)
- Prepare typed schedule for lecturer

- Mail tickets and dinner/reception invitations to ALSC, publisher, and local VIPs (or one month before lecture)

April/May

- Lecture
- Reception or dinner

Three weeks later

- Report to Arbuthnot Committee and ALSC office.

Appendix F

Sample Press Release Announcing the Lecturer

David Macaulay to deliver 2008 Arbuthnot Honor Lecture

SEATTLE - David Macaulay, Caldecott Award medalist and renowned author/illustrator, will deliver the 2008 May Hill Arbuthnot Honor Lecture. Each year, an individual of distinction in the field of children's literature is chosen to write and deliver a lecture that will make a significant contribution to the world of children's literature. The award is administered by the Association for Library Service to Children (ALSC), a division of the American Library Association (ALA). The announcement was made January 22 during the 2007 ALA Midwinter Meeting in Seattle.

"Macaulay's work celebrates human endeavor and ingenuity. His books encourage readers to consider the construction of everything from buildings to stories, and to constantly look at the world around us," stated Arbuthnot Committee Chair Deborah Stevenson. "His detailed artwork, succinct use of language, and ever-present sense of humor ensure that his books appeal to many ages on many different levels."

The body of his work is astonishingly varied, ranging from his postmodern picture book "Black and White" (1990), which won the Caldecott Medal, to the satiric fiction of "Motel of the Mysteries" (1979) and the deceptive simplicity of "Shortcut" (1999). In addition to the Caldecott Medal, his works have received a multitude of national and international awards, including the Boston Globe-Horn Book Award, and Macaulay himself was the recipient of a 2006 MacArthur Foundation "genius grant."

Macaulay first came to fame in children's literature with his now-legendary "Cathedral" (1973). He followed that title with several more absorbing narratives about the building of large structures such as "City" (1974), "Castle" (1977) and "Mosque" (2003), as well as the operation of everyday science and engineering principles in "The Way Things Work" (1988).

Macaulay was born in 1946 in Burton-on-Trent, England; he moved to Bloomfield, N.J., at 11 years old, and he received his Bachelor of Arts in architecture from the Rhode Island School of Design. He currently lives with his family in rural Vermont.

Members of the Arbuthnot Committee are: Chair Deborah Stevenson, University of Illinois at Urbana-Champaign; Kate Carter, Multnomah County Library, Portland, Ore.; Eva Mitnick, Los Angeles Public Library; Susan Moore, Louisville (Ky.) Free Public Library; and Gene Nelson, Provo (Utah) City Library.

More information on the Arbuthnot Honor Lecture can be found online at <http://www.ala.org/alsc/arbuth.html>. Applications to host the 2008 lecture will be available online from ALSC at www.ala.org/alsc this spring.

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Appendix G

Sample Press Release Announcing the Lecture Site

Williamsburg, Va. to Host ALSC Arbuthnot Lecturer Freedman

The Association for Library Service to Children (ALSC) is pleased to announce that Williamsburg, Virginia, has been chosen as the site of the 2006 May Hill Arbuthnot Lecture. Russell Freedman, renowned author of outstanding nonfiction for children and young adults, will deliver the lecture, which will be hosted by the Williamsburg Regional Library with the support of The Library of Virginia and the Virginia Foundation for the Humanities.

“The 2006 Arbuthnot Honor Lecture falls on the eve of the 400th anniversary of the establishment of the first permanent English settlement in North America, at Jamestown, Virginia in the spring of 1607,” said Noreen Bernstein, youth services director at Williamsburg Regional Library, in her successful host site application. “This celebration of events, pivotal in our nation’s history, will begin in the spring of 2006. It is a perfect time to gather in Williamsburg to hear Russell Freedman, whose histories and biographies have illuminated our country’s past for a generation of young readers.”

The lecture will be held in the historic Kimball Theatre located in Merchant’s Square in Colonial Williamsburg. The Kimball, originally completed in 1933, was the first fully operational building in what is now the Colonial Williamsburg restoration. The Williamsburg Community Building, which stands across the plaza from the Williamsburg Regional Library, will be the venue of the post-lecture reception.

The lecture will be held on the evening of Friday, April 28, 2006. Information about purchasing tickets will be posted when available on the ALSC Web site at www.ala.org/alsc under “Breaking News.”

Members of the 2006 May Hill Arbuthnot Lecture Committee are: Chair Jean Gaffney, chair, Dayton Metro Library, Ohio; Joan Kindig, University of Virginia, Charlottesville, Va.; Katie O’Dell, Multnomah County Library, Portland, Ore.; Martha V. Parravano, The Horn Book Magazine, Boston; and Edward T. Sullivan, Hardin Valley Elementary School, Knoxville, Tenn.

###

Appendix H

Letter to Lecturer

February X, 2006

Kevin Henkes
XXX
XXX

Dear Mr. Henkes:

On behalf of the Association for Library Service to Children (ALSC), I congratulate you on being selected to deliver the 2007 May Hill Arbuthnot Lecture. I know that William Teale, Chair of the 2007 Arbuthnot Honor Lecture Committee, made the official call to you before the 2006 American Library Association (ALA) Midwinter Meeting and a press release was prepared and distributed announcing your selection. I've attached a copy of the release. As you know, the announcement was made during the ALA Awards Press Conference in San Antonio.

The Arbuthnot Lectureship carries a \$1000 honorarium and travel expenses. Local expenses, including hotel, will be covered by the host. I've enclosed some samples of previous Lectures to give you an idea of what is expected.

ALSC seeks to publish the Lectures in *Children and Libraries: The Journal of the Association for Library Service to Children*. You will retain ownership of the Lecture; we wish to license it on a nonexclusive basis, and I have enclosed a copy of the permission form for you to sign and return. Once you have presented the Lecture, you may send us its text electronically.

The Arbuthnot Lecture site will be selected at the 2006 ALA Annual Conference in New Orleans, Louisiana. The announcement of the winning site will take place at the ALSC Membership Meeting on Monday, June 26, 2006 between 9:30-10:30 a.m. Perhaps it will be possible for you to attend and hear the announcement. Once the site is announced, William Teale will be in touch with you to begin making plans and discussing details regarding your lecture.

We are very much looking forward to that event. We have already had a number of requests for the host site applications. If you have any questions concerning the lecture, please feel free to contact William Teale, or Marsha P. Burgess, the ALSC Program Coordinator in charge of lecture arrangements at (800) 545-2433, ext. 2166.

Again, congratulations!

Sincerely,

Diane Foote
Executive Director

cc: Ellen Fader, ALSC President
K.T. Horning, ALSC President-Elect
William Teale, Arbuthnot Chair
Patty Rosati, Harper Collins

Appendix I

Letter to Selected Host Site

July XX, 2006

Noreen Berstein
Youth Services Director
Williamsburg Regional Library
7770 Croaker Rd.
Williamsburg, VA 23188

Dear Noreen:

Congratulations on being named the host for the 2006 May Hill Arbuthnot Honor Lecture! I know the selection committee took great care in selecting Williamsburg Regional Library to host Russell Freedman, and that he is enthusiastic about delivering the lecture. It should be a wonderful event, and you submitted an impressive application.

I understand that you will be confirming the date of the lecture with Russell Freedman and 2006 Arbuthnot Lecture Committee Chair Jean Gaffney. The ALA Public Information Office will issue a press release announcing the site and date. Announcement of your selection as the host site will also be included in the "Breaking News" section of the ALSC web site and in the December issue of *ALSCconnect* as well.

Enclosed is the Checklist for Host Institutions, which should be helpful to you in your planning. Please read it carefully and let me know if you have any questions. With the Checklist are two original copies of the Agreement for the Host Site. Please sign both and return one to Aimee Strittmatter, ALSC Interim Executive Director, and one to Jean Gaffney.

We note that you are planning several events during the week of the lecture at local bookstores and other locations. Please note that, per the "Responsibilities of the Host Institution (Item #5)," Mr. Freedman may not be invited to speak these events or any other event at the host institution(s) during **the week before** the lecture. The intent of this policy is not to unduly restrict the host(s) or speaker; rather, it is to make sure that the prestige of the May Hill Arbuthnot Lecture itself is maintained.

To serve as examples for you, I have enclosed copies of the final host reports from the Maricopa County Library District (Ursula K. Le Guin, 2004) and Multnomah County Library (Susan Cooper, 2001). Please return all of these materials when you are finished with them as they are our only copies. You may keep them until the lecture is delivered.

We on the ALSC staff look forward to working with you and will help in any way we can to assist you in planning an outstanding event. Please do not hesitate to contact me with any questions, and congratulations!

Sincerely,

Aimee Strittmatter
Interim Executive Director

cc:Jean Gaffney, 2006 Arbuthnot Award Chair

Appendix J

Letter to Nonselected Sites

DATE

Name
Address
City, State, Zip

Dear _____:

Thank you for submitting an application to host the May Hill Arbuthnot Honor Lecture. Unfortunately, yours was not among the winning applications, but we had an exceptional pool of candidates this year, and we hope you will consider applying again in the future.

We appreciate your interest in the Arbuthnot Lecture.

Sincerely,

Chair, ALSC May Hill Arbuthnot Honor Lecture Committee

Appendix K

Thank You Letter to Committee Members' Supervisors

DATE

Supervisor
Institution
Address
City, State, Zip

Dear _____,

Please accept our congratulations and gratitude for your support of _____ during his/her term on the Association for Library Service to Children's May Hill Arbuthnot Honor Lecture Committee.

This is an important assignment, as it helps to foster continued distinguished contributions to the field of children's literature. As part of this committee, _____ has helped to select a Lecturer to present a paper, and to select the location for this prestigious Lecture.

[Add a paragraph here about the Lecturer and host site, if desired]

Thank you again for your support during this selection process.

Sincerely,

Chair, ALSC May Hill Arbuthnot Honor Lecture Committee