TABLE OF CONTENTS

Part I. About the Louise Seaman Bechtel Fellowship

- Charge 3
- Purpose and History 3
- A Word from the Curator: Louise Seaman Bechtel and the Baldwin Library 4
- Terms 6
- Criteria 6
- Requirements for Bechtel Fellowship Applicants 6
- Helpful Tips and Weblinks for Bechtel Fellowship Applicants 7
- Helpful Tips and Weblinks for Bechtel Fellows Before You Go 8

Part II. Bechtel Fellowship Workflow

- Welcome 11
- Calendar 11
- Quarterly Reports and Meeting Minutes 11
- Committee Participation 12
- Communication 12
- Confidentiality 13
- Suggested Discussion, Rubric, and Voting Procedures 13
- Bechtel Fellowship Timeline 14
- Timeline for Curator of the Baldwin Library and Each Bechtel Fellow 16

Part III. Roles and Responsibilities

- Introduction 18
- Committee Co-Chair Responsibilities 18
- Committee Members Responsibilities 19
- Priority Group Consultant Responsibilities 19
- ALSC Program Coordinator Responsibilities 20
- ALSC Awards Coordinator Responsibilities 20
- ALSC Board Responsibilities 20
- ALSC President and Vice President/President Elect Responsibilities 20
- ALA Communications and Marketing Responsibilities 21
- Baldwin Library Curator 21

Part IV. Appendices
A. “Bechtel Might Be for You!” by Kathy East  
B. Sample Online Application Form  
C. Sample Supervisor Acknowledgement Form  
D. Sample Letter to Supervisor  
E. Evaluation Rubric for the Bechtel Fellowship (for Committee Use only)  
F. Sample Press Release  
G. Sample Letter to Unsuccessful Candidates  
H. Bechtel Fellow Report  
I. List of Past Bechtel Fellowship Recipients, Fellowship Topics, and Year Awarded
Part. I About the Louise Seaman Bechtel Fellowship

Charge

To promote and administer annually the Bechtel Fellowship which supports up to two children’s librarians to read and study at the Baldwin Library of the George A. Smathers Libraries, University of Florida.

Purpose and History

Awarded since 1993, the Louise Seaman Bechtel Fellowship is designed to allow qualified children’s librarians to spend up to four weeks reading and studying at the Baldwin Library of the George A. Smathers Libraries, University of Florida, Gainesville. The Baldwin Library contains a special collection of 120,000 volumes of children’s literature published between 1658 and the current year. The Fellowship is endowed in memory of Louise Seaman Bechtel and Ruth M. Baldwin and provides a prorated stipend of up to $7,500, depending on the amount of time spent at the Baldwin Library.

In 2009, the ALSC Board of Directors merged the Bechtel Fellowship Committee with the National Planning of Special Collections in Children's Literature Committee to form the Special Collections and Bechtel Fellowship Committee. In 2020, the Board recommended separating the Bechtel Fellowship from Special Collections and merged the Bechtel Fellowship Committee with three other professional award/scholarship committees to form the newly created Professional Recognition and Scholarships Committee.
A Word from the Curator: Louise Seaman Bechtel and the Baldwin Library

Who was Louise Seaman Bechtel?


What is the Baldwin Library?

The Baldwin Library of Historical Children’s Literature, located in the Department of Special and Area Studies Collections at the University of Florida’s George A. Smathers Libraries, contains approximately 120,000 volumes published in Great Britain and the United States from the mid-1600’s to the current year. The Library also has the largest collection of Early American Juvenile Imprints of any academic institution in the United States.

This vast assemblage presents many possible subjects for the researcher to explore, including education and upbringing, civic values, family and gender roles, and racial, religious, and moral attitudes. These areas complement the obvious resources for the study of literacy style, format, and the arts of illustration and book designs.

The collection includes alphabet and picture books, moral tales, adolescent fiction, adventure stories, poetry books, paper engineered books (pop ups,) natural histories, geographies, biographies, and more than 6,000 19th century books and tracts published for children by religious organizations such as the American Sunday School Union.

Although the Baldwin Library contains many well-known titles, it emphasizes the entire spectrum of books known to have been read by children. Consequently, researchers will have access to the classics of children’s literature as well as many unique or extremely rare titles that were deemed “unworthy” to be held in other repositories.

The broad scopes of time, topic, and author allow for both comprehensive and in-depth reviews and study. Cultural, social, and literary trends can be studied in a general nature beginning from the time books for children were introduced, or through deeper exploration of a more specific time period.
The collection also offers a unique opportunity for comparative studies. There are many titles with parallel British and American editions in the library that facilitate study of the differences between the two cultures. There are also many texts represented by numerous editions that provide ample resources for constructing the evolution of text through several years or decades. For example, over 300 British and American editions of *Robinson Crusoe* published from 1719 through the mid 1980s are among the holdings.

One of the best aspects of working in the Baldwin Library is that there is a close relationship with the department of English, which runs a graduate program in children’s literature. Bechtel Fellows are able to indicate that they would like a mentor during their fellowship. The mentor is usually appointed by the Center for Children’s Literature and Culture in the English department. The role of the mentor is to have another sounding board for your research; someone who can help you sort through and process all your notes while also providing important secondary source material.

For more information about the Baldwin Library, contact:

**Suzan Alteri**  
Curator, Baldwin Library of Historical Children’s Literature  
200C Smathers Library  
PO Box 117005  
University of Florida  
Gainesville, FL 32611-7005

E-mail: salteri@ufl.edu  
Telephone: (352) 273-2870  
Fax: 352-846-2746  
Website: [http://www.uflib.ufl.edu/spec/baldwin/baldwin.html](http://www.uflib.ufl.edu/spec/baldwin/baldwin.html)
Terms

Applications open on July 15 and are due October 15 of each year. Up to two Fellowships may be awarded each year. A Sample Online Application can be found at: http://www.ala.org/alsc/sites/ala.org.alsc/files/content/2020%20Louise%20Seaman%20Bechtel%20Fellowship%20Application.pdf or in Appendix B, p. 24. The stipend is to be expended during the year it is awarded, between January and December.

Criteria

Each application will be evaluated on the following:

- The description of the topic of study for the fellowship period. This should include the significance of the topic to youth services, research questions, a literature review, research methodology and steps, areas of the Baldwin Collection to be examined for the study topic, and framework/plan for creating the public programs. This description should be as detailed as possible.

- The applicant must be prepared to spend a minimum of one week or up to four weeks in Gainesville doing research. The time spent does not have to be in successive weeks; it can be broken into shorter visits to campus.
  - Note: The $7,500 stipend will be prorated based on the amount of time spent on-site at the Baldwin Library (at $1,875 per week). Time on-site in Gainesville may be offset through use of the Baldwin’s Virtual/Digital Collection: https://ufdc.ufl.edu/juv

Requirements for Bechtel Fellowship Applicants

Applicants must:

- Be a current personal member of the American Library Association (ALA) and the Association for Library Service to Children (ALSC). Organizational, corporate, and student members are not eligible.

- Provide written documentation of approval by the applicant’s supervisor that they will be able to schedule time from work to travel to the Baldwin Library in order to conduct research.

- Have a minimum of five years of library experience that involves working directly with children up to age 14. These five years do not need to be continuous. Candidates may either be currently working as a children’s/youth services librarian,
have worked in this position in the past, or be a retired children’s/youth services librarian. The library experience may be in public, school, or special libraries.

- Have a graduate degree from an ALA-accredited program.

- Understand they must write a 500-word report about their study and submit a copy of this report to the ALSC Executive Director and the ALSC Awards Coordinator within two months of the time of study.

- Agree to present at least three public programs [i.e. exhibits (digital or physical), lectures, workshops, virtual programs, webinars, write an article for publication by ALSC, etc.] based on their research project to librarians or teachers, children, or the general public.

Helpful Tips and Weblinks for Bechtel Fellowship Applicants

Described by Bechtel Fellow Caroline Ward (2019) as a “wonderful experience to go and read interesting material”, here are some tips from previous Bechtel Fellows that will help enhance your research experience.

- For encouragement to apply, read some testimonials from previous Bechtel Fellows, posted on the ALSC Blog:
  - Kathy East (1997) and Mary Elizabeth Land (2008) [https://www.alsc.ala.org/blog/2016/10/energizing-break-apply-bechtel-fellowship/]
  - Allison G. Kaplan (2011) and Jane Marino (2001) [https://www.alsc.ala.org/blog/2016/10/complete-professional-game-changer-apply-bechtel-fellowship/]
  - Christina Dorr (2010) and Sharon Deeds (2005) [https://www.alsc.ala.org/blog/2016/10/becoming-bechtel-fellow-changed-professional-life/]
  - Charmette Kendrick Perry (2007) and Suzi Wackerbarth (2013) [https://www.alsc.ala.org/blog/2016/10/one-highlights-career-apply-bechtel-fellowship/]
  - Angela Reynolds (2017), Wendy Stephens (2016), and Brigid Mangan (2016) [https://www.alsc.ala.org/blog/2019/10/bechtel-baldwin-library/]
  - Angela Reynolds (2017)
Victoria Penny (2011)  


• Tips to keep in mind from previous Bechtel Fellows when writing your proposal:
  ○ Know yourself.  You will need to be a self-starter when doing this research, writing your report, and doing your three presentations.
  ○ Make your topic specific and narrow.  Do some research using both the University Libraries’ online catalog, <https://uf.catalog.fcla.edu/uf.jsp> the Baldwin’s Virtual/Digital Collection <https://ufdc.ufl.edu/baldwin/all>, hints for searching the library’s online catalog <https://cms.uflib.ufl.edu/baldwin/searching>, and the list of the Baldwin Library’s strengths <https://cms.uflib.ufl.edu/baldwin/Index.aspx> to ensure there is material available on your topic.
  ○ Contact Suzan Alteri, Curator of the Baldwin Library.  She can review your topic to ensure there is adequate materials to support your research.
  ○ Look to previous Bechtel topics for inspiration.  You will want to research a topic that has not been done before.  Examples of past research include pop-up books, books about Cinderella and Little Red Riding Hood, and books illustrated by Arthur Rackham.  For others, see Appendix I. on pp. 35.
  ○ Consider asking for a mentor.  A mentor will be glad to help you get started and are knowledgeable with items in the collection.  Also, they may offer you tips on how to approach your topic.
  ○ Read Bechtel Fellow Kathy East’s article “The Bechtel Might Be For You”.  It was published as a sidebar with Bechtel Fellow Jane Marino’s article in *Children and Libraries*, Spring 2003, pp. 21-22.  See Appendix A, p. 22 for the text of this article.

**Helpful Tips and Weblinks for Bechtel Fellows Before You Go**

• Do your homework beforehand regarding the holdings at the Baldwin Library.  Four weeks goes quickly.  The collection is so vast that it is good to know what it is specifically you are looking for ahead of time.

• Before you visit the Baldwin Library
○ Know specifically what items you would like to examine. Discoverability on site may be difficult, as the collection is not arranged by subject. Instead, it is arranged by size and accession number (for maximum storage space). While you may be allowed to look at the stacks, you will not be able to browse the collection. It is a closed stack collection.

○ Know your research limitations. While you will be assigned a mentor if you request one, it is up to you as the researcher to determine what are the “best” or “most unusual” examples of your topic.

○ Begin your research on your topic using the Baldwin Library’s catalog before you go. You can use the Virtual/Digital Collection (www.ufdc.ufl.edu) and the Libraries’ online catalog (https://uf.catalog.fcla.edu/uf.jsp) to begin your search offsite. Be sure to use a wide search vocabulary in your initial search strategy, then narrow it to refine. Keep in mind that terminology for your topic may have changed over time and may not have been retrospectively updated in the catalog.

○ Plan your budget. It may take you more than one trip to Gainesville to accomplish all your research. Look around for the “best deals”. Costs tend to inflate when there are big events scheduled on campus, such as football games. The pacing and costs are lower in summer. Consider all housing options, including reasonably priced Air B& Bs. A bus system is available in town (http://go-rts.com/). Rental cars are available, however rideshare options like Uber and Lyft can be used. The Curator of the Baldwin Library may be able to help advise you.

○ Be sure to promptly submit your paperwork with the university for the Fellowship. Payment from the University can be a slow process. You will want to stay on top of it.

● While you are there at the Baldwin Library
  ○ Keep a diary of your activity. This will be helpful for you to write your 500-word report. While it is due in two months after your visit, this report can be submitted on your last day at the Baldwin Library.

  ○ Keep in mind facility limitations. While you may be able to peek into the closed stacks during an orientation tour, you will not be able to browse the collection to research. Additionally, you will have access to the Baldwin Library during their open hours, so familiarize yourself with their hours of operation. The library is not open on weekends or holidays.

  ○ Be cognizant of visitor rules when working in the Baldwin. Belongings that are approved for use are: pencils (no pens or markers), notebooks, laptops, and digital cameras. Other belongings must be left in a locker. Here is a link for more information: https://cms.uflib.ufl.edu/baldwin/visitorinformation

  ○ Prepare a list of specific title requests before you arrive. You will find your best access in this manner. However, you will probably want to add additional titles to build on this list while researching. This list can be sent to
the Baldwin Library before you arrive; this will help staff to be prepared for your first day onsite.

- **Remember you are the researcher.** The Curator and library staff are there to help you locate specific requests, but they are not able to help you do the research. They have other tasks they need to get done.

- **Stay focused on your topic.** It is easy to get distracted and “go down a rabbit hole” here.

- **Plan your time wisely while at the Baldwin Library.** You will find 2 ½ hours to be a comfortable amount of sit/study time. Be sure to build in breaks for yourself. Again, be aware of the Baldwin Library’s open hours.

- **Enjoy Gainesville while you are there.** Remember that the Baldwin Library is not open on weekends. The Gainesville Area includes plenty of opportunities for relaxation and instruction, including events and museums on the University of Florida campus, nine museums in the area off campus, outdoor activities, and sightseeing of local landmarks. Bechtel Fellow Joyce Laiosa (2004) fondly remembers her visit to Marjorie Kinnan Rawlings State Park, where she toured the homestead of the Pulitzer-Prize winner. Also, Randolph Caldecott is buried in St. Augustine, about an hour and a half drive away.
PART II: COMMITTEE WORKFLOW

Welcome

Working together to discuss and select the winner(s) of the Louise Seaman Bechtel Fellowship is a rare professional experience. Enjoy your time in this process.

Calendar

It is the responsibility of the Co-Chairs to set up and distribute a calendar of the year’s work as soon as possible. It is the responsibility of committee members to meet all deadlines to assure that the selection process is orderly and timely.

Quarterly Reports and Meeting Minutes

Co-Chairs should submit a report summarizing committee meetings and activities since the last reporting period due by February 15 (Q1), May 15 (Q2), September 15 (Q3), and December 15 (Q4). A template for the quarterly report and information about quarterly reports can be found here: https://airtable.com/shrgJWnASZcJvsq2p. Do not submit your committee’s report to this link. One of the Co-Chairs will submit the committee report to the link sent to by the ALSC Program Coordinator with a reminder that they are due. That Co-Chair will receive a copy of the submitted report after it has been reviewed by ALSC staff, usually 3-5 business days. A copy of the report should be sent to the other Co-Chair and the Priority Group Consultant. It should also be posted on the committee space on ALA Connect.

Since this is a professional award committee, confidential information should not be included in these reports nor in committee meeting minutes.

Committee meeting minutes should be uploaded to committee space on ALA Connect in order to maintain a history of proceedings and ensure a smooth transition for the incoming Co-Chair and committee members. Additionally, you can post meeting minutes on ALSC Announcements, as this allows all ALSC members interested in your committee work to access reports and learn more about the work of the committee.

If Co-Chairs are experiencing any sensitive issues, challenges, members who are not participating at an effective level, or wish to highlight particular work or recommend a committee member for exemplary service please send a separate email to the ALSC President with a copy to the Executive Director.
Committee Participation

Committee members are expected to participate in discussions, whether they are held electronically or in person, and to engage in the business of the committee, including but not limited to reviewing the Committee’s functions, charges and procedures, encouraging colleagues to apply for the Fellowship, selecting the Fellow(s), and participating in ALSC’s Strategic Planning process as it relates to this committee.

Committee members are expected to attend all meetings during the two years of service on the committee.

ALSC is grateful for the full participation of committee members. In recognition of their commitment, the Co-Chairs should send a letter of appreciation to committee members’ supervisors/employers. Templates are available in Appendix D. Sample Letter to Supervisor, p. 28.

Note that ALA Member Policy Manual, Section A.5.4 Member Service Policy (Old Number 4.4) states: “No person shall concurrently serve in more than three separate positions. Governing board, committee, liaison, subcommittee, and other responsibilities which require service in another position (e.g., service on a committee which entails assembly representation) are not in conflict with this policy. Appointment procedures and forms used at all stages of the appointment process shall remind members of their responsibility to adhere to this policy.”

General guidelines for effective committee discussion include the following:

- Come prepared for any discussion, having read required material: the Bechtel Committee Manual, applications received, etc.
- Speak to the committee as a whole. Refrain from private conversations during discussions.
- Speak briefly and to the point. That is, speak only to the terms, criteria, and definitions of the Fellowship.
- Be receptive to others’ ideas and comments.

Communication

Electronic communication facilitates the distribution of information from the Co-Chairs to committee members, and the regular discussion of procedural issues. The Co-Chairs will establish ground rules for electronic communication and meetings by the committee at the beginning of each term. At times, the Co-Chairs may invite open discussion on a matter of concern. The Co-Chairs will facilitate such open discussions. If the Co-Chairs or another
committee member cannot set up conference calls or virtual meetings for committee discussions, the ALSC office can be asked to handle this detail.

The committee adheres to the “Guidelines for Electronic Communication” as found in the ALSC Handbook of Organization posted on the ALSC Web site at: http://www.ala.org/alsc/guidelines-electronic-communication

Other useful tools for virtual and hybrid committees are:
- General Tips and Advice for Virtual Meetings: http://www.ala.org/alsc/aboutalsc/coms/resources/generaltips
- Virtual Committee FAQs: http://www.ala.org/alsc/aboutalsc/coms/resources/virtualFAQ
- ALSC Online Tools: http://www.ala.org/alsc/aboutalsc/coms/resources/onlinetools

Confidentiality

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, be sure to include the word “confidential” on a cover sheet.

Do not forward email to anyone outside of the committee except those in ALSC responsible for governance: the Executive Director, the President, and/or the Priority Group Consultant. Our reason is to ensure the privacy rights of committee members and candidates under discussion.

Please remember, then, that the following items are not for public discussion at any time—prior to, during, or following the selection of the Fellowship:

- The number of applications received.
- Specific candidates under consideration.
- Reasons given by individual committee members for supporting or removing candidates from consideration.
- Details of discussion or voting results.

Suggested Discussion, Rubric, and Voting Procedures

Under the direction of the Co-Chairs, the committee may discuss and agree upon any of the following procedures for shaping the list:
• It is up to the discretion of each committee member as to whether or not they wish to use the optional evaluation rubric tool or how they wish to use it. It was designed as a beginning place for committee members to organize their thoughts, to ensure each candidate demonstrates all criteria and requirements in their application, and to rate/evaluate each qualified candidate. It is not meant to be a guideline or a checklist for applicants - rather it is for committee members to use only.

• After deliberations via conference call or other electronic discussion, a ballot will be cast using the list of qualified candidates. Voting may be done as the committee dictates.
  ○ Consensus: general agreement
  ○ Secret written ballot
  ○ Any combination of voting strategies

The selection of winner(s) must be a committee decision with strong support from each member.

**Bechtel Fellowship Timeline**

**June**

- Co-Chairs attend ALSC Leadership at Annual Conference.
- The committee meets during ALA Conference at the All Committee Meeting time.
- Outgoing Co-Chair sends letters of appreciation to outgoing committee members’ supervisors (Appendix D. Sample Letter to Supervisor, p. 28).
- Co-Chairs ensure all reports and documents are posted in ALSC Connect.
  - Terms of outgoing Co-Chair and outgoing members end on June 30th.

**July**

- Terms of incoming Co-Chair and incoming members begin on July 1st.
- Co-Chairs send a welcome email to all committee members.
- Co-Chairs and Awards Coordinator ensure the updated Bechtel Fellowship Application is online and opened on ALSC’s website by July 15th.

**July-September**

- All members of the committee publicize that applications for the Bechtel Fellowship are open and actively solicit applications.
- The Co-Chairs receive applications, ensuring all have complete information, contacting applicant(s) for missing information or documents.
September
- Co-Chairs submit September 15 Quarterly Committee Report (Q3), send a copy to the Priority Group Consultant, and post on ALSC Connect.
- If the Committee decides to extend the application deadline, the Co-Chairs must request this of the ALSC Executive Director and ALSC Awards Coordinator before the deadline of October 1st. The committee will send out publicity about the extension, if one is made.

October
- Bechtel Fellowship Applications are due to the Co-Chairs by October 1st.
- The Co-Chairs set up a meeting date and arrange for the virtual meeting, notifying members of the date. This can be set up through the ALSC Office.
- Co-Chairs and committee members read through the applications, using optional evaluation rubric to prepare for discussion. (The rubric is available for committee use only and can be found on the committee space on ALA Connect and by request from the ALSC Award Coordinator.)
- The committee meets virtually to discuss and select winner(s).
- Co-Chairs notify the ALSC Awards Coordinator of the committee’s decision.

November
- The ALSC Awards Coordinator contact(s) winner(s) of the Fellowship and secures acceptance.
- The Co-Chairs and committee draft a press release (See Appendix F. Sample Press Release, p. 30.) and send it to the ALSC Awards Coordinator no later than November 15.
- The Co-Chairs send a letter to applicants who were not selected to receive a Fellowship. (See Appendix G. Sample Letter to Unsuccessful Candidates, p. 32.)
- ALSC Awards Coordinator works with ALA’s Communications and Marketing Office to ensure the press release is finalized and disseminated after the formal announcement at Midwinter Meeting.
- ALSC Awards Coordinator sends the following information for each winner to Baldwin Curator:
  - Name
  - Email address
  - A copy of the winning application
- ALSC Awards Coordinator invoices the Library Fiscal Services Office at UF for the $500 administrative fee. Once approved by Fund Administrator, the check is mailed to ALSC, in all likelihood in January. Invoice should be addressed to Suzan Alteri and emailed to amhollingshead.ufl.edu. Please use this address on invoice:
  
  
  UF George A. Smathers Libraries
  55010000
  Attn: Suzan Alteri
  PO Box 117021
Gainesville, FL 32611-7021

December
- Co-Chairs create and distribute Virtual Midwinter Meeting agenda to committee members.
- Co-Chairs submit December 15 Quarterly Committee Report (Q4), send a copy to the Priority Group Consultant, and post on ALSC Connect.

Midwinter Meeting (January/early February)
- Committee meets online at Virtual Midwinter Meeting.
- ALSC Awards Coordinator invites winner(s) to attend the virtual ALSC membership meeting at Midwinter Meeting to hear the announcement.
- ALSC President announces winner(s) of the Bechtel Fellowship during the Midwinter Meeting.

February
- Co-Chairs submit February 15 Quarterly Committee Report (Q1), send a copy to the Priority Group Consultant, and post on ALSC Connect.

May
- Co-Chairs create and distribute agenda for Annual Conference Committee Meeting.
- Co-Chairs submit May 15 Quarterly Committee Report (Q2), send a copy to the Priority Group Consultant, and post on ALSC Connect.

Timeline for Curator of the Baldwin and Each Bechtel Fellow

January
- Baldwin Curator requests the money from the Library Office, approved by Fund Administrator.
- Baldwin Curator sends out information to the Fellow about paperwork and processing they will need to complete prior to arrival.
- Bechtel Fellow completes paperwork required by the university and submits to the Baldwin Curator.
- Check(s) for half the amount of the Fellowship is issued and sent directly to the Fellow(s) prior to their expected arrival date.
- Baldwin Curator requests Library Fiscal Office at UF to transfer Mentor Stipend from UF Bechtel account to mentor’s account, approved by Fund Administrator.

One Month Prior to Fellow’s Arrival
- Faculty mentor appointed.
- Baldwin Curator alerts the ALSC Office of the dates the Fellow will be on campus.
- Bechtel Fellow submits a request list of materials to review to the Baldwin Curator.
After Fellowship

- Baldwin Curator confirms the date the Fellow completes their study at the Baldwin Library with the ALSC Office. ALSC Awards Coordinator sends an email to the Fellow(s) reminding of the deadline for the report due to ALSC.
- Within two months following the completion of the Fellowship, Fellow submits a 500-word report, including activities and an evaluation of the experience, to the ALSC Executive Director and ALSC Awards Coordinator. This can be submitted as early as the last day the Fellow is on campus. (See Appendix H. Bechtel Fellow Report for guidance and suggestions of what to include, p. 33.)
- Provide brief documentation of the three presentations to the ALSC Office no later than one year of completion of study at the Baldwin.
- The ALSC Awards Coordinator will forward the Bechtel Fellow’s report(s) to the Co-Chairs of the Bechtel Committee and the Curator of the Baldwin Library, who will then forward it to:
  - Director of the George A. Smathers Libraries (who sends copies to mentors and trustees of the Cerimon Fund)
  - Director of the Center for the Study of Children’s Literature
PART III: ROLES AND RESPONSIBILITIES

Introduction

The committee is responsible for selecting the award winner of the Louise Seaman Bechtel Fellowship. The Co-Chairs and committee members, the Priority Group Consultant, ALSC staff, the ALSC Board and President, the ALA Communications and Marketing Office, and the Curator of the Baldwin Library have specific roles and responsibilities. The responsibilities listed here are comprehensive, but not exhaustive.

Committee Co-Chair Responsibilities

The Co-Chairs are voting members of the committee with all the rights and responsibilities of other members.

The Co-Chair’s responsibilities include setting the tone for discussion. This can be done by accepting all pertinent statements, providing firm leadership in moving discussion away from tangents and back to criteria-based discussion, and providing opportunity for all members of the committee to contribute to the discussion.

Co-Chairs should each review the Division Leadership Manual, at least annually: http://www.ala.org/alsc/sites/ala.org.alsc/files/content/dlmAugust2018.pdf

In addition, the Co-Chairs will:

- Establish calendar and welcome committee members (July).
- Conduct all meetings of the committee.
- Submit Quarterly Reports in a timely manner.
- Attend Leadership at Annual Conference.
- Arrange for the virtual meeting during ALA Midwinter Meeting.
- Post minutes of all meetings on the committee webpage of ALA Connect and send a copy to the Priority Group Consultant.
- Confirm with ALSC Awards Coordinator that the updated online application is posted and opened on the ALSC Website on July 15.
- Publicize that applications are being accepted via the ALSC-L discussion list and other appropriate listservs; work with ALSC Awards Coordinator to ensure that announcements are placed on the ALSC Listserv and in ALSC Connect, ALSC Matters! (quarterly newsletter), the ALSC Blog, and Children and Libraries.

Committee members are encouraged to post widely to other listservs, online groups, or distribution lists where ALSC members are also members, ex. USBBY, CLSP, etc. If funding is available, consider other venues for promotion via paid advertising such as Horn Book Magazine, School Library Journal, Booklist, and Book
Links.

- Distribute a copy of all applications for the award received to the committee members, giving them sufficient time to read and evaluate the applications before discussions.
- Verify applicants’ ALA and ALSC membership status with ALSC Awards Coordinator.
- Set up the virtual meeting to determine the winner(s) of the Fellowship.
- Notify the ALSC Executive Director and ALSC Awards Coordinator of the winner(s) of the Fellowship. [They will contact the winner(s).]
- Draft press release announcing winner(s) for ALSC Awards Coordinator.
- Send letters to unsuccessful applicants. (See Appendix G. Sample Letter to Unsuccessful Candidates, p. 32.)
- Answer all correspondence promptly, copying ALSC Awards Coordinator and the Priority Group Consultant.
- If an extraordinary situation or circumstance should arise, alert the Priority Group Consultant and ALSC Awards Coordinator, then contact ALSC Executive Director and ALSC President.
- Write letters of appreciation to members’ supervisors at the end of their term. (See Appendix D. Sample Letter to Supervisor, p. 28.)
- Post all committee documents on the committee space of ALA Connect.
- Maintain communication with ALSC Awards Coordinator, Priority Group Consultant, and Curator of the Baldwin Library.
- Inform Priority Group Consultant of committee members who are especially good and/or those who haven’t participated fully, if any.
- Review Bechtel Fellowship manual and recommend changes to Priority Group Consultant.

Committee Member Responsibilities

- Read and understand the committee’s charge, function statement and the Fellowship’s terms, criteria, and requirements when preparing for all meetings.
- Attend ALSC membership meeting at Annual Conference.
- Attend and participate fully in all virtual meetings and discussions.
- Solicit applications for the Bechtel Fellowship from the ALSC membership. Promote interest in the Fellowship; spread the word to potentially interested colleagues about the Fellowship and past winners and topics of study.
- Promote the Fellowship when speaking or attending local, state, regional, and national conferences.
- Read and review all applications prior to discussions, and be prepared to discuss strengths and weaknesses of each.
- Meet deadlines set by the Chair.

Priority Group Consultant Responsibilities
● The Priority Group Consultant from Priority Group I (Professional Recognition and Scholarships) is assigned to the committee to serve as a resource for questions from the Co-Chairs and the committee regarding procedure, personnel, and the eligibility of applicants.
● Serve as liaison between the Co-Chairs and the ALSC Board.
● Work with the Co-Chairs to review annually the procedures of the committee and to make recommendations for improving the process. The recommendations can range from those that can be implemented easily to those requiring action by the ALSC Board.
● Assist the committee and Co-Chairs with procedural and personnel problems when needed.
● Consult with committee members should there be unusual issues.

ALSC Program Coordinator Responsibilities
● Sends letters of invitation to new committee members and incoming Co-Chair at the President’s instructions and confirms acceptance.
● Updates online roster of committee members.

ALSC Awards Coordinator Responsibilities
● Makes arrangements for meeting rooms during the Annual Conference.
● Communicates regularly with the Curator of the Baldwin Library and Bechtel Co-Chairs.
● Posts and activates online application form, coordinating information with the Co-Chairs.
● Receives a copy of all Bechtel Fellowship Award applications.
● After applications have closed, check each applicant to ensure they are current ALSC members. Send an email to the Co-Chairs to notify them that this check is complete.
● Coordinates with ALA Communications and Marketing Office to ensure the press release announcing winner(s) are sent out.
● Collect biographical information from the winner(s) so that press release(s) may be sent to the winner’s(s’) local press.
● Contacts winner(s) to ensure participation and invites winner(s) to attend ALSC membership meeting at Midwinter to hear the announcement.
● Sends winner(s) name(s), email address(es), and a copy of the winning application(s) to the Curator of the Baldwin.
● Invoices Baldwin Curator for $500 administrative fee in late November; expect payment in January.
● Handles all ALSC office correspondence related to the award.
ALSC Board Responsibilities
● On request, review and reaffirm the committee’s charge, criteria, procedures, etc.

ALSC President and Vice President/President-Elect Responsibilities
The Vice President/President-Elect will
● Appoint incoming Co-Chair and committee members (Spring).

The President will
● Make appointments to fill committee vacancies if necessary.
● Deal with problems with committee members, if any, including asking those who cannot attend meetings or do not participate to resign, with input from the ALSC Executive Committee.
● Preside at the ALSC membership meeting where recipient(s) accept their Fellowship.

ALA Communications and Marketing Responsibilities
● Provides press release support.

Baldwin Curator Responsibilities
● Communicate regularly with the ALSC Awards Coordinator and Bechtel Co-Chairs.
● Provide ALSC with a quote for the press release, if requested.
● Respond to questions from potential applicants.
● Provide housing and local information to the Fellow.
● Arrange for a mentor, if the Fellow requests one.
● Make all university financial arrangements.
● Facilitate research while Fellow is in attendance.
APPENDICES

Appendix A: “Bechtel Might Be For You!”

Bechtel Might Be for You!

_Kathy East, Wood County District Public Library, BowlingGreen, Ohio, 1997 Bechtel Fellowship winner_

Interested in the Bechtel Fellowship but all you can think is, “What could I possibly do or study for a month?” Having spent some time among the books, an extensive and special collection of books published mostly before 1950, in the Baldwin Collection at the Smathers Libraries at the University of Florida at Gainesville, I can offer some suggestions:

- Consider looking at the physical structure of these early books: size; kinds of paper; quality of print and illustrations; and the various methods of bookbinding.
- What early books were published in paperback? What do they look like? Curious about size, quality, length, price, or the intended audience?
- If you are a wordsmith, you may be intrigued with a study of the vocabulary—what topics were used to teach English? Was there early slang? And what about terms or words that have taken on a new or different meaning with the passage of time?
- Consider studying a body of work on a nonfiction topic. Read books about explorers, health, birds, famous people. Notice what information is presented and consider how it compares to today’s books for children.
- What’s funny? Look at humor for children and how it is presented in words and pictures.
- Curious about what the writers say about themselves? Would you find interesting a study of how people of color or any ethnic groups may have been depicted? That would probably lead to a study of the question: “how ‘politically correct’ by today’s standards were many of these stories?” What would be your interpretation of how that impacts the value of the story or book?
- Your personal sensitivity to the arts might draw you to research the varied collection of songs and music, or poetry, or art and drawing books. You might like finding which works or pieces by Shakespeare were incorporated into early children’s books.
- What about children with disabilities? What role did they have in early books? Were stereotypes established? Were these children included to show them as survivors or does the reader feel sorry for these characters?

Source: East, Kathy. "Bechtel Might Be for You!", _Children and Libraries_, Vol. 1, no. 1,
Spring 2003, p.20. Accessed p.4 05/19/2020:
http://www.ala.org/alsc/sites/ala.org.alsc/files/content/awardsgrants/profawards/bechtel/v1n1.pdf
Appendix B: Sample Application Form

A sample application form can be found online here:

Louise Seaman Bechtel Fellowship Award
Application Form

Name:
Address:
Email:
Home Phone:
Work Phone:
ALA Membership Number:
Are you a current ALSC member?: Yes____ No_____
Library School and Date of Degree:
Current Position:
Topic of Study for the Fellowship Period:
Start Date of Proposed Fellowship Period:
End Date of Proposed Fellowship Period:

The Center for the Study of Children’s Literature at the University of Florida will assign a faculty member to act as a mentor. The mentor’s responsibility will be to discuss the readings selected and make recommendations to enrich the Fellow’s experience. Do you request a mentor?
Yes _____ No _____

Please upload the following documents:

1. Your resume.

2. A list of professional positions you have held in children’s librarianship and the dates during which these positions were held. [Note: The dates do not have to be consecutive but the years must total five (5) years of direct library service to children.]

3. A description of the study topic and significance of the topic to children’s/youth services. Please be as detailed as possible.

•Scope.
Examples:
- Alphabet books published between 1820-1890.
- Titles written by Margaret Sidney, published by Lothrop, Lee & Shepard between 1860-1900.

**Research questions.**

Examples:
- "How do manners and their instruction to children by adults change as the times change?"
- "Are there any seeds from past decades (or centuries) of the type of narrative nonfiction that has grown to be so innovative and popular today?"

**Literature review.**

**Research methodology/steps.**

**Areas of the Baldwin Collection to be examined for the Study Topic.**

**Framework/plan for creating the public programs.**

4. Work plan for pursuit of study topic during fellowship period (include special resources needed or personnel to be consulted). Please be as detailed as possible. Describe the activities and time frame that will enable you to deliver the following requirements:

- Spending a minimum of one week (and up to four weeks) in Gainesville (the weeks do not have to be consecutive). Note: The $7,500 stipend will be prorated based on time spent on-site at the Baldwin Library ($1,875 per week). Time on-site in Gainesville may be offset through use of the Virtual/Digital Collection <https://ufdc.ufl.edu/baldwin/all>.

- Submission of Bechtel Fellowship Report no later than two months after your time at the Baldwin to the ALSC Office. [The ALSC Office will forward a copy of the report to 1) the Bechtel Committee Chair and 2) the Baldwin Curator. The Baldwin Curator will forward a copy to the Director of the Smathers Libraries, University of Florida and the Director, Center for Children’s Literature and Culture, University of Florida.]

- Presentation of a minimum of three (3) public programs based on your study topic. **Brief documentation of these should be sent to the ALSC Office no later than a year of completion of study at the Baldwin.**

5. Supervisor Acknowledgment Form.
6. Explanation of how the Fellowship will benefit your professional work and enhance your ability to meet the needs of children reading for information and pleasure. Note: In formulating your study topic please feel free to contact Suzan Alteri, Baldwin Curator, to determine how the Collection will support your study topic. Telephone: 352-273-2870 Email: salteri@ufl.edu

Appendix C: Supervisor Acknowledgement Form

The Supervisor Acknowledgement Form is available online here:
http://www.al.org/alsc/sites/al.org.alsc/files/content/Bechtel%202020_Supervisor%20Acknowledgment%20Form.pdf

LOUISE SEAMAN BECHTEL FELLOWSHIP
Supervisor Acknowledgement Form

The Louise Seaman Bechtel Fellowship provides a grant of up to $7,500 to a qualified children’s librarian to spend up to four weeks reading and studying at the Baldwin Library of Historical Children’s Literature of the George A. Smathers Libraries, University of Florida, Gainesville.

I, ____________________________, understand that ______________________________
(Supervisor)                                                                                          (Applicant)
has applied for the Association for Library Service to Children’s Bechtel Fellowship and, if selected as a recipient of the grant, will be required to:
•spend a minimum of one week (and up to four weeks) on site at the Baldwin Library in Gainesville, FL;
•write a 500 word report about their research project for potential inclusion in ALSC publications;
•present a minimum of three public programs (i.e. exhibits, lectures, workshops, webinars, etc.) based on their research project to librarians/teachers, children, or the general public.

___________________________________________________
Name/Title of Supervisor

___________________________________________________
Signature of Supervisor                 Date

___________________________________________________
Name of Applicant

___________________________________________________
Signature of Applicant
Date
Appendix D: Sample Letter to Supervisor

DATE

Supervisor
Institution
Address
City, State, Zip

Dear ____________,

Please accept our gratitude for your support of ____________________ during their term on the Association for Library Service to Children’s Louise Seaman Bechtel Fellowship Committee. ____________ should be congratulated for a job well done.

This is an important assignment, as it helps foster ongoing research in the field of historical children’s literature by children’s librarians. As a member of this committee, ________________ helped select the applicant that was awarded a Fellowship to study at the University of Florida’s Baldwin Library. The Baldwin house a collection of historical children’s books from American and British publishers. We look forward to the important contribution to scholarship about children’s literature that will be published as a result.

[Add a paragraph here about the winner, if desired]

Thank you again for your support during this selection process.

Sincerely,

_________________________________________________________
Co-Chairs, ALSC Professional Recognition and Scholarships Committee
Appendix E: Evaluation Rubric for Bechtel Fellowship
(Optional tool for committee use only)

In 2019, the Special Collections and Bechtel Committee finalized a rubric to use as a tool to help guide members in their evaluation of applications. Committee members were given the option of using it any way they wished to help them prepare for discussion.

The rubric tool can be found on ALA Connect, on the Professional Recognition and Scholarship Committee space in the “Tools to Use” folder. A copy is also held by the ALSC Awards Coordinator.
Appendix F: Sample Press Release

Last name(s) receive(s) year Bechtel Fellowship

CHICAGO - The Association for Library Service to Children (ALSC) and the Bechtel Fellowship Committee have awarded the year Louise Seaman Bechtel Fellowship to name of fellow(s).

The Bechtel Fellowship is designed to allow qualified children’s librarians to spend up to four weeks reading and studying at the Baldwin Library of Historical Children’s Literature, a part of the George A. Smathers Libraries at the University of Florida, Gainesville. The Baldwin Library contains a special collection of 120,000 volumes of children’s literature published mostly before 1950. The fellowship is endowed in memory of Louise Seaman Bechtel and Ruth M. Baldwin and provides a stipend of $7,500.

Name of fellow is the position title at the name of library (2 letter State Abbr.). They will pursue the topic of one sentence or phrase describing the topic to be researched.

List an additional fellow in succeeding paragraphs, if needed, using the same format as above.

“A sentence mentioning comments made on the quality/relevance/timeliness of the topic(s). A second sentence on how the Professional Recognition and Scholarships Committee sees this/these topic(s) as benefitting ALSC, children’s librarianship, or the Fellow’s community,” said Co-Chair name of one co-chair.
“A sentence or two about the importance of this research of the Baldwin Library of Historical Children’s Literature to other researchers and to valuable use of the collection,” said Suzan Alterie, Curator of the Baldwin Library.

ALSC, a division of the ALA, is the world’s largest organization dedicated to the support and enhancement of library service to children. With a network of more than 4,000 children’s and youth librarians, literature experts, publishers and educational faculty, ALSC is committed to creating a better future for children through libraries. To learn more about ALSC, visit ALSC’s website at www.ala.org/alsc.

The year ALSC Professional Recognition and Scholarships Committee includes: name, Co-Chair, library, location; name, Co-Chair, library, location; name only (if no library); name, library, location; name, library, location; name, library, location; name, library, location; name, library, location; name, library, location; name, library, location.
Appendix G: Sample Letter to Unsuccessful Candidates

DATE

Name
Address
City, State, Zip

Dear __________________:

Thank you for submitting an application for the Louise Seaman Bechtel Fellowship. 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 wish you the best of luck in pursuing your interest in historical children’s literature and we appreciate your interest in the Fellowship.

Sincerely,

________________________________________________________

Co-Chairs, ALSC Professional Recognition and Scholarships Committee
Appendix H: Bechtel Fellow Report

Within two months after the visit to the Baldwin Library, each Bechtel Fellow is required to send to the ALSC Executive Director and ALSC Award Coordinator a 500-word narrative report about their experience researching at the Baldwin Library. The purpose of this report is to give feedback to both ALSC and to the University of Florida about the Fellow’s experience at the Baldwin Library. This feedback will be used to ensure that the Baldwin Library and ALSC are meeting our mutual goals and objectives for this program, to inform us of successes and issues experienced during the course of study, and to help both of us when selecting and advising future Bechtel Fellows. Many Bechtel Fellows have kept a diary of their daily activities while researching at the Baldwin Library; doing so will help Fellows organize their thoughts quickly and simplify the task of writing this report.

The report will be forwarded by the ALSC Awards Coordinator to the Bechtel Committee, the ALSC Marketing Specialist, and the Curator of Special Collections at the Baldwin Library.

- Either this report or any article that is generated from the research conducted may be considered for possible inclusion in ALSC publications such as *Children and Libraries: The Journal of the Association for Library Service to Children* and *ALSC Matters!* or on the ALSC Blog.
- The Curator will forward a copy of the report to the Director of the Center for Children’s Literature and Culture and the Director of the Smathers Libraries at the University of Florida.

The report should be in a narrative format; it should not be a list of bullet points. It can be either single spaced or double spaced, but should include feedback and some detailed discussion about what occurred during the Fellow’s visit on campus and use made of the virtual collection. Be advised that the points below are examples of feedback that ALSC and the Baldwin Library would like to receive. While generalizations are good, specific examples are also helpful when sharing your experience. Fellows may feel there is other important feedback that might be helpful for future Fellows; these hints or tips may be added to the manual in the future.

- Describe your experience as a Bechtel Fellow.
- What did you do while at the Baldwin Library?
- Did you use the Virtual Collection before, during, or after your visit(s) to campus?
- What kinds of interaction did you have with staff at the Baldwin Library?
- Did you make use of a mentor? If so, tell about your experience working with your mentor. If not, is there a particular reason why you did not ask for a mentor’s help?
- How did you approach researching your topic before visiting the Baldwin Library? While at the Baldwin?
- Did you encounter any challenges in finding materials on your topic? If so, how did you rise above the challenge?
• Did you visit any local sites or museums on campus or in the local community? Did you attend any events being held on campus?
• Knowing what you do now, what would you do differently? Would you change your approach? Your timing on campus? Your use of online materials?
• What suggestions or tips would you pass on to future Fellows?
Appendix I: List of Past Bechtel Fellowship Recipients, Fellowship Topics, and Year Awarded

Note: Links on names lead to the press release announcements for the fellowship. Links on titles lead to the article published in ALSC publications, *Journal of Youth Services* and *Children and Libraries*. Links (when available) to winners’ names lead to the ALA press announcement about winning the Fellowship.

**2020 award:** No winner was selected.

**2019 award:** Beth McIntyre, “Fictional Disgust, Real Empathy: otherness and Empathy in Representations of Poverty in Children’s Literature 1820-2019.”
Caroline Ward, “From the New England Primer to The Cat in the Hat: An Examination of the Books Used to Help Children Learn to Read From 1800 Through 1950.”

**2018 award:** Anne Mlod, “How Slavery Has Been Represented in Children’s Fiction and Non-Fiction.”
JoAnna Schofield, “How Typography Has Contributed to Readability and Legibility in Picture Books and Early Readers.”
Lisa Von Drasek, “How ABC Books, primers and Tracts Have Influenced Contemporary Concept Book Design and Content.”

**2017 award:** Angela Reynolds, “The Story of ‘Little Red Riding Hood’: The many different variations published and how the tale is presented to an audience of children in different time periods”. *Published in Children and Libraries, Vol. 16, no. 1, Spring 2018, as “The Better to See You With: Peering into the Story of Little Red Riding Hood, 1695–1939”*

**2016 award:** Bridgid Mangan, “The Impact of Arthur Rackham’s Illustrations on Children’s Literature and His Influence on Illustrators Tony DiTerlizzi, Brian Froud and Alan Lee.” *Published in Children and Libraries, Vol. 15, no. 2, summer 2017, as “Illustrator Extraordinaire: Bechtel Fellow Enthralled by Arthur Rackham”*
Wendy Stephens, “Themes in Children’s Books Published in the United States During World War II Such as Patriotism and International Conflict.” *Published in Children and Libraries, Vol. 15, no. 3, Fall 2017 as “Young Voices from the Field and Home Front: World War II as Depicted in Contemporary Children’s Literature”*

**2015 award:** No winner selected

**2014 award:** Natalie Ziarnik, “Comparative Studies of Books Published for Children Featuring Science Related Themes.” *Published in Children and Libraries, Vol. 13, no. 2, Summer 2015, pp.5-12 as  “Where Fantasy and Facts Meet: Fairy Science Books from 1870 to 1900”*
2013 award: Alison Anson, “Bullying in Children’s Literature.”
Susan Wackerbarth, “Historical Books on Manners from the 1700s to the Present.” Published in Children and Libraries, Vol. 13, no. 1, Spring 2015, pp. 3-6 (under “Suzi Wackerbarth) as “In a Nutshell: Bechtel Scholar Studies Chapbooks, Sendak” (Click on “Download this PDF File”)


Victoria Penny, “Rediscovering Child’s Sense of Wonder: Depictions of Nature and Outdoor Play in Historical Children’s Literature.” Published in Children and Libraries, Vol. 12, no. 1, Winter 2014, pp. 27-34 as "Rediscovering Child’s Sense of Wonder: Depictions of Nature and Outdoor Play in Historical Children’s Literature” (Click on “Download this PDF File”)


2009 award: Linda Martin, "Storytelling in the Content Areas."


2004 award: Jean Hatfield, “Literature of L. Frank Baum.”

2003 award: Mary Humphrey, “Heroic Quest Tales in Fairy Tales and Folk Literature.”


2000 award: Mary Ann Paulin, “Choral Reading and Poetry for Children.”
Kathleen Simonetta, “Conflict Resolution in Early Children's Books.”

1999 award: Julia Massie, “Children's Poetry.”


1997 award: Kathy East, “Books children would have read in the 1880's, in preparation for establishing a one room 1880's school house for local children to visit.”

1996 award: Jan Watkins, “Family Stories from the 1930's and 1940's.”

1995 award: Marsha Cutler, “Fairy and Folk Tales to be Used in Storytelling.”
