

Association for Library Service to Children

**PENGUIN YOUNG READERS GROUP AWARD  
COMMITTEE MANUAL**

**October 2008**

**PENGUIN YOUNG READERS GROUP AWARD  
COMMITTEE MANUAL**

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## **PART I: BACKGROUND INFORMATION**

### **History and Purpose**

The Penguin Young Readers Group Awards, made possible by an annual gift from the Penguin Young Readers Group, are administered by a committee of ALSC. They enable up to four children's librarians to attend their first Annual Conference. Four librarians working directly with children in elementary, middle school or public libraries will each receive \$600.

### **Committee Function Statement**

To select annually, in accord with the terms of the award, up to four children's librarians, who work directly with children, to receive the award.

- Date Established: 1976
- Authorization: Bylaws, Article VIII, Section 1, as a Standing Committee
- Membership: Chair plus three
- Term: 2 years
- Appointment: Spring, ending after the Annual Conference

### **Terms, Definitions, & Criteria**

Requirements for application are:

- ALSC membership (applicant must be a member by the application deadline)
- one to ten years experience as a children's librarian by the opening of the Annual Conference
- no previous attendance at an annual ALA Conference

## **PART II: COMMITTEE WORK**

### **Welcome**

Serving on the Penguin Award Committee is a rare professional experience. When all committee members have been appointed, it is recommended that the Chair send a letter of welcome to the membership.

### **Calendar**

It is the responsibility of the Chair to establish 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.

### **Committee Participation**

Wise selection of award winners requires complete participation of all members of the committee. Persons elected or appointed to an award or media evaluation committee should:

- Be able to attend all required discussion and decision meetings scheduled for the Midwinter meeting (and Summer Annual meeting if requested by committee chair) of ALA and follow procedures established by the committee.
- If a committee member cannot attend the required meetings, especially the selection meeting, it is necessary to resign immediately so that the selection of a replacement may be made as soon as possible. Resignations, in writing, are addressed to the ALSC President with copies to the committee chair, the Priority Group Consultant, and the ALSC executive director.
- The Midwinter meetings of the committee will be closed meetings (closed to all but committee members).
- Each member has the responsibility to read eligible applications and to take full part in corresponding with the committee through the Chair. 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 or an on-going problem that prevents the member from full participation. If there is such a continuing problem, the Chair, after consultation with the Priority Group Consultant, must request that the member resign for the good of the committee. The president of ALSC shall immediately accept such resignations when tendered. If the Chair cannot contact the committee member or feels that the lack of participation will continue, and the member has not resigned, 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 board of its action. The president shall then appoint a new committee member. The final decision rests with the Executive Committee.

Note ALA Policy 4.4 and 4.5: "No member shall serve concurrently in more than three separate positions, and committee members are expected to attend all meetings (Midwinter and/or Annual conference)."

General guidelines for effective committee discussion include the following:

- Come prepared to meetings, having read the manual, the applications, etc.
- Speak to the committee as a whole; refrain from private conversations during meetings
- Speak briefly and to the point; that is, speak only to the terms, criteria, and definitions of the award
- Be receptive to others' ideas and comments
- Be clear: Think through the point you are making; speak loudly enough to be heard by everyone
- Be concise: Be sure what you say adds to the discussions; try not to repeat what others have said.

### **Communication**

Electronic communication facilitates the distribution of information from the Chair to committee members, and the regular discussion of procedural issues. The Committee adheres to the "Guidelines for Electronic Communication for ALSC Committees," as adopted by the ALSC Board and included in the ALSC Handbook of Organization.

Committee members are to communicate with each other about committee work through the Chair. All e-mail from committee members is directed to the Chair unless the Chair invites open discussion on a matter of concern. At times, the Chair may invite open discussion on a matter of concern. The Chair facilitates such open discussion and will establish ground rules for electronic communication that are consistent with the policy referenced above.

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

### **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.

Do not forward e-mail 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 award:

- Reasons given by individual committee members for supporting or removing candidates from consideration.
- Specific candidates under consideration.
- Details of the votes, if the committee votes on the candidates.

### **Suggested Voting Procedures**

Under the direction of the Chair, the committee may discuss and agree upon any of the following procedures for shaping the list:

- Consensus: general agreement or opinion
- Oral vote (for example, use a vote of three to keep a nominee on the discussion list when shaping the final list of names)
- Secret written ballot for final selection
- Any combination of voting strategies

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

### **Promotion & Marketing**

The Committee may promote the Award in various ways, including but not limited to:

- Listserv announcements (Appendix F)
- Posting on the ALSC wiki, website, and blog (Appendix F)
- Person to person encouragement

### **Timeline**

Although the decisions are made at the Midwinter Meeting, much work is done prior to the meeting. Each member is involved in promoting the award throughout the year. Each member also reads all of the award applications and is responsible for completing the evaluation sheets and submitting them to the Chair prior to the Midwinter Meeting (See Appendix B – Evaluation Sheet).

A block of time is scheduled for the committee to meet during the Midwinter Meeting and the Annual Conference. The committee meets in a closed session during the Midwinter Meeting when award winners are selected. If the committee has face-to-face business to discuss, it will meet at the Annual Conference at the ALSC All-Committee meeting.

### **JUNE/JULY**

- Appointments made/completed; terms begin at the CLOSE of Annual Conference.
- The Chair sends welcome email to members, and asks them to begin publicizing the award and soliciting applications.
- The ALSC Marketing Specialist sends manual to Chair and committee members.
- The Chair works with ALSC Marketing Specialist and/or Program Coordinator to ensure that the current roster and new award application are available and posted on ALSC's Web site.

## JULY THROUGH NOVEMBER

- The Chair and committee members promote the award and encourage potential candidates to apply.
- The Chair confirms the receipt of any applications with an email to the applicant (See Appendix C – Sample Email Confirmation to Applicant).

## SEPTEMBER

- The Chair arranges ALA Midwinter meeting time and closed meeting space with the ALSC Marketing Specialist and/or Program Coordinator.

## NOVEMBER

- The Chair arranges meeting time and space for following Annual Conference, if desired, with ALSC Marketing Specialist and/or Program Coordinator.

## DECEMBER

- The deadline for the application is December 1<sup>st</sup>, unless December 1<sup>st</sup> falls on a weekend. In that case the deadline becomes the first business day in December.
- The Chair disseminates the applications to the committee members.
- If there are questions about membership status of applicants, Chair contacts ALSC Marketing Specialist.
- The Chair and committee members read and evaluate the applications.
- The committee members return their evaluation sheets to the Chair by the predetermined deadline.
- The Chair submits a Pre-Midwinter Meeting Agenda Cover Sheet to the President, Vice President/President elect, Priority Group Consultant and ALSC Executive Director.

## JANUARY

- The Chair attends the ALSC Division Leadership Meeting on Saturday morning at Annual Conference.
- The committee meets and selects award winners in a closed meeting at the Midwinter Meeting.
- The Chair delivers the winning applications to the ALSC on-site office so ALSC staff may prepare a press release (See Appendix D – Sample Press Release).
- The Chair calls the winners to notify them of their award and sends a letter of regret to the other applicants (See Appendix E – Letter to Unsuccessful Applicant).
- The ALSC President announces the winners at an ALSC Board meeting.
- The Chair submits a Post-Midwinter Committee Report to the President, Vice President/President Elect, Priority Group Consultant and ALSC Executive Director.

## JANUARY TO APRIL

- The ALSC Marketing Specialist provides the names and contact information of the winners to the marketing representatives at Penguin Young Readers Group, who may wish to invite the award winners to special events at the Annual

Conference. [NB: it is common, but not required, for Penguin to invite the winners to sit at their table for the Newbery Caldecott Banquet]

- The committee sets up a means of communication with the award winners (typically through email).
- Each committee member is assigned a winner to “mentor” in preparation for the Annual Conference. Information is exchanged about conference travel, housing, workshops, meetings, and other tips for having a rewarding (and fun!) first conference experience.
- The ALSC Marketing Specialist arranges for payment to be sent to winners.

#### APRIL

- ALSC Marketing Specialist updates the award application and Web page. The committee begins preliminary promotion of the award.

#### MAY

- The Chair submits a Pre-Annual Conference Agenda Cover Sheet to the President, Vice president/president elect, Priority Group Consultant and ALSC Office. If the Chair wishes the Board to take action, this section of the Pre-Annual Agenda Cover Sheet must be completed. (Any action pertaining to committee function or structure must first be submitted to the Organization and Bylaws Committee.)
- Chairs contact committee members with information about upcoming meetings at Annual Conference.

#### JUNE

- The Chair attends the ALSC Division Leadership Meeting on Saturday morning at the Annual Conference.
- If necessary, the committee will meet at the ALSC All-Committee meeting at the Annual Conference. Items to be discussed may include updating the committee manual, promoting the award, and ways to improve the committee’s processes.
- Chair, committee members, and winners may attend the ALSC Membership Meeting, usually held Monday morning or midday, to hear winners recognized.
- The Chair submits a Post-Annual Conference Committee Report to the President, Vice President/President Elect, Priority Group Consultant and ALSC Executive Director.
- After the Annual Conference, the Chair and committee members will destroy all the applications and evaluation sheets in their possession.

## **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 being the Chair and being a committee member. Many Chairs find it helpful to the free flow of the discussion if they limit their discussion to applications they feel strongly about, speak later in the discussion of any application, 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 for all committee members to speak, without allowing any member to dominate. In addition, the Chair does the following:

- Send a letter of welcome to new members of the committee. The letter might include an outline of the year's work and upcoming issues. It is usually accompanied by relevant enclosures (e.g., the committee manual, the roster, promotional ads for the award, etc.)
- Work with ALSC staff (the membership marketing specialist) to arrange meeting times, verify membership of applicants, provide information on winners for a press release, review the application before it is posted on the ALSC Web site, etc.
- Notify the committee members about the time and location of meetings.
- Coordinate the promotion of the award.
- Attend ALSC Division Leadership Meetings at Midwinter and Annual Conference.
- Receive and review applications, send them to committee members
- Establish an agenda (distributed prior to meetings, and sent to the ALSC President, Executive Director, Vice President/President-Elect, and Priority Group Consultant using the Agenda Cover Sheet found in the Division Leadership Manual and the About ALSC—ALSC Committees—Forms section of the ALSC Web site).
- Prepare and submit post-conference reports to the ALSC President, Executive Director, Vice President/President-Elect, and Priority Group Consultant using the form found in the Division Leadership Manual and the Forms section of the ALSC Web site.

### **Committee Members**

- Promote the award
- Read and evaluate award applications
- Maintain confidentiality

- Attend required meetings
- Correspond with other members about committee business when necessary

### **Priority Group Consultant**

- Respond to questions from the Chair and the committee regarding procedure and the eligibility of applicants.
- Work with the Chair to review annually the procedures of the committee and to make recommendations for improving the process. The recommendations range from those that can be implemented easily to those requiring action by the ALSC Board.
- Resolve unusual issues that the Chair cannot address, particularly issues regarding the Chair.

### **ALSC Program Coordinator**

- Sends letters of invitation to new committee members at President's instructions and confirms acceptance (spring).
- Makes sure online roster is current (June).
- Arranges for meeting rooms for both the Annual Conference and Midwinter Meeting, working with the Chair on a suitable time.

### **ALSC Marketing Specialist**

- Distribute manuals to new committee members (June).
- Post new application on ALSC Web site.
- Verify ALSC membership standing of award winners
- Coordinate the Midwinter announcement of winners with the Chair and ALSC Board (See Appendix D: Sample Press Release.)
- Ensure availability of press release (shortly following Midwinter).
- Collect Social Security Numbers of winners and cuts checks for \$600.
- Contact Penguin with winners' contact information and suggests inviting them to the Newbery Caldecott Banquet (this is not required, but Penguin has traditionally done so)
- Handle all ALSC office correspondence related to the award.
- Market professional awards through: new member packets, conferences and events, Web site, State Library Youth Consultants, Library School Professors, and *ALSCconnect*
- Solicit pictures and information from winners for blog, etc. and updates the Web site with new winner information.

### **ALSC President**

- Appoint members to the committee.
- If necessary, make appointments to fill vacancies on the committee.
- If necessary, deal with problems or non-participation of committee members, in consultation with the Executive Committee and Priority group Consultant.
- Preside at announcement and presentation ceremonies.

### **ALSC Membership**

- Encourage and/or solicit applications from among peers.

### **ALSC Board**

- Upon request, votes on changes to function statement, membership, etc.

## **PART IV: APPENDIX**

### **Appendix A: Sample Application**



Association for Library Service to Children  
**a division of the American Library Association**

### **PENGUIN YOUNG READERS GROUP AWARD**

These awards, made possible by an annual gift from Penguin Young Readers Group, are administered by a committee of the Association for Library Service to Children (ALSC). They will enable up to four children's librarians to attend the American Library Association's Annual Conference in Chicago, IL, July 9 - 15, 2009. Up to four librarians working directly with children in elementary, middle schools, or public libraries will each receive \$600.

#### **REQUIREMENTS FOR APPLICATION ARE**

- ALSC membership (applicant must be a member by the application deadline)
- One to ten years' experience as a children's librarian by the opening of the Annual Conference
- No previous attendance at an Annual ALA Conference

#### **APPLICATION INSTRUCTIONS**

Type your responses in the grey fields. When filling in the information formatted in columns, please use the space bar within the first grey box to advance forward to the next column. Use the Tab key to move to the next field. Page four should be completed by your supervisor. Save your completed application and email it to:

Beth Blankley  
[blankley@nova.edu](mailto:blankley@nova.edu)  
Alvin Sherman Library, Research and Info Tech Center  
3100 Ray Ferrero, Jr. Blvd.  
Fort Lauderdale, FL 33314

**APPLICATION**  
**PENGUIN YOUNG READERS GROUP AWARD**

Date:

Name:

Home Address (including Zip Code):

Telephone number (including area code):    Office (    )

Home (    )

E-mail address:

**EDUCATION** (please use the space bar within the first grey box to advance forward to the next column)

<u>Degree</u>	<u>Date Received</u>	<u>Institution</u>
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**LIBRARY EXPERIENCE** (experience as a children's librarian must be at least one year and no more than ten years by the opening of the Annual Conference):

<u>Institution</u>	<u>Dates</u>	<u>Title and Type of Work</u>
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**OTHER WORK EXPERIENCE**

<u>Institution</u>	<u>Dates</u>	<u>Title and Type of Work</u>
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List the professional and educational associations (local, state and national) of which you are a member, indicating any offices, chairmanships, major activities:

Describe the library program in which you work (number of children served, number of staff working with children, significant activities and programming in which you

are involved, etc.) Are there any new programs or innovations that you have initiated?

Have you previously attended an ALA Annual Conference? YES NO

Are you a member of ALSC? YES NO ALA Membership No.

If you were to receive the award, have you been assured that you can attend for the *full* week of the ALA Conference, July 9 - 15, 2009? YES NO

Electronic Signature (type your name here):

**APPLICATION DEADLINE IS DECEMBER 1, 2008**

This portion should be completed by a supervisor (principal, department head, director etc.) who is familiar with the applicant's work.

### **SUPERVISOR'S SUPPORTING STATEMENT**

Please comment below (type in the grey field) on this individual's qualifications and achievements, and how attendance at the ALA Annual Conference would benefit him/her professionally and/or personally.

The awards are made possible by a gift from Penguin Young Readers Group and are administered by a committee of the Association for Library Service to Children, a division of the American Library Association. The awards will enable up to four children's librarians to attend the ALA Annual Conference in Chicago, IL, July 9 - 15, 2009. Four librarians who work with children in elementary or middle schools or public libraries will each receive \$600.

Requirements for the application are ALSC membership, one to ten years' experience as a children's librarian by the opening of the Annual Conference, and no previous attendance at an annual ALA Conference.

(Type your statement in the grey field):

Date

Electronic Signature (type your name here):

Title

**APPLICATION DEADLINE IS DECEMBER 1, 2008**



**Appendix C: Sample Email Confirmation to Applicant**

Dear (Applicant's Name),

Thank you so much for applying for the Penguin Young Readers Group Award. I have received a complete set of your applications. The Penguin Young Readers Group Award Committee will be selecting the award winners at the ALA Midwinter Meeting on Sunday, January 13<sup>th</sup>. I will be contacting the applicants shortly thereafter.

Thank you again for taking the time to apply for this award!

Sincerely,  
Alison O'Reilly, Chair  
Penguin Young Readers Group Award Committee

## **Appendix D: Sample Press Release**

**Contact: Marsha P. Durrett**  
**ALSC, Program Coordinator**  
**(312) 280-2166**  
**mdurrett@ala.org**

### **For Immediate Release**

**February 6, 2006**

### **Four librarians selected to receive Penguin Young Readers Group Award**

CHICAGO- Four librarians have been named winners of the 2006 Penguin Young Readers Group Award. Sponsored by Penguin Young Readers Group, Inc., the Association for Library Service to Children (ALSC), a division of the American Library Association (ALA), administers the award.

The recipients are: Bradley E. Debrick, Johnson County Library-Blue Valley Branch, Overland Park, Kan.; Holly Jin, Skokie Public Library, Skokie, Ill.; Roxanne Landin, Ferguson Library, Stamford, Conn.; Joanna Ward, Temple City Library-County of Los Angeles, Los Angeles.

Each librarian will receive a \$600 grant, donated by Penguin Young Readers Group, to attend the 2006 ALA Annual Conference in New Orleans, June 22-28, 2006. Recipients of the annual award must have one to 10 years of experience as a children's librarian, work directly with children, and have never attended an ALA Annual Conference.

"It was very challenging to select four from this array of talented and productive librarians," said Patti Gonzales, chair of the selection committee. The committee made their selections at the 2006 ALA Midwinter Meeting in San Antonio.

Members of the selection committee are: Patti Gonzales, chair, Los Angeles Public Library, Los Angeles; Beth Blankely, Alvin Sherman Library, Fort Lauderdale, Fla.; Juanita Foster, Rockford Road Library, Crystal, Minn.; Alison O'Reilly, Hauppauge Public Library, Hauppauge, N.Y.

## **Appendix F: Sample Letter to Unsuccessful Applicant**

Date

Name

Address

Dear (applicant's name):

Thank you for applying for a Penguin Young Readers Group Award. This year, the selection committee received applications from many strong candidates. The committee enjoyed reading about the wide variety of exciting children's programs that you and the other applicants are presenting in libraries around the country. The committee had a difficult time choosing the winners from among so many highly qualified applicants, and unfortunately your application was not selected to receive an award.

We applaud your commitment to ALSC, and thank you for taking the time to apply for this award. If you are unable to attend the ALA Annual Conference this year, we hope you will consider applying for the Penguin Young Readers Group Award again. ALSC needs enthusiastic, energetic librarians like you to keep the division strong.

Sincerely,

Name

Penguin Young Readers Group Award Committee, Chair

## **Appendix F: Electronic Marketing Tools**

### *Blog*

Posts can be made to the ALSC Blog by contacting the ALSC Blog Manager at [alscblog@gmail.com](mailto:alscblog@gmail.com) or the ALSC Marketing Specialist.

### *Electronic Discussion Lists*

- ALSC-L ([www.ala.org/alsc](http://www.ala.org/alsc))
- LM\_Net ([http://www.eduref.org/lm\\_net/](http://www.eduref.org/lm_net/))
- PUBYAC (<http://www.pubyac.org/>)

### *Sample Electronic Discussion List post:*

If you've never been to ALA Annual Conference, apply today for the Penguin Young Readers Group Award.

This award, made possible by an annual gift from the Penguin Young Readers Group, enables up to four children's librarians to attend their first ALA Annual Conference. Librarians must work directly with children in elementary, middle school or public libraries, and have one to ten years of experience as a children's librarian by the opening of the Annual Conference. Each winner will each receive \$600.

For more information or to apply for the award, visit [www.ala.org/alsc](http://www.ala.org/alsc)