



RANDOLPH CALDECOTT MEDAL COMMITTEE MANUAL

June 2009

FOREWORD
Randolph Caldecott

The Caldecott Medal is named for Randolph Caldecott (1846-1886), a British illustrator best known for his nursery storybooks, including *The Babes in the Wood*, *The Hey Diddle Diddle Picture Book*, *Sing a Song of Sixpence*. Many of the scenes illustrated in these works depict the English Countryside and the people who lived there. Although Caldecott began sketching as a child, his parents saw no future for him in art and sent him to work at a bank in the city. He still found time to sketch, though, and in addition to the farmlands of his youth, Caldecott began to draw urban scenes and people, including caricatures of some bank customers. When his drawings were accepted for publication in the *Illustrated London News* and other papers, Caldecott quit his bank job to become a freelance illustrator. In his thirties, shortly after gaining recognition as a book illustrator, Caldecott began working with Edmund Evans, an engraver and printer who experimented with color. Together they created the nursery storybooks for which Caldecott became famous. It is believed by some that Caldecott's illustrations were the reason many nursery stories became popular. Caldecott traveled to the United States in December, 1885, with his wife, but the stormy sea voyage to New York and long train ride to Florida sapped his already frail health. He died in February, 1886 and is buried in Evergreen Cemetery in St. Augustine, Florida. His gravesite is maintained by the Randolph Caldecott Society of North America.

**CALDECOTT AWARD SELECTION COMMITTEE MANUAL
TABLE OF CONTENTS**

FOREWORD	2
TABLE OF CONTENTS	3
NOTES	5
PART I: BACKGROUND INFORMATION	6
HISTORY	7
COMMITTEE FUNCTION STATEMENT	9
THE COMMITTEE	9
TERMS, DEFINITIONS, AND CRITERIA	10
ALSC POLICIES	12
ALSC Policy for Service on Award Committees	12
Conflict of Interest	12
Confidentiality	12
Guidelines for Award Committees	13
Meeting Attendance and Access to Materials	14
Frequency of Service on Caldecott Award, Newbery Award, Sibert Award, and Notable Children’s Books Committees	14
Checklist for Prospective ALSC Award Committee Members	15
Relationship to Publishers	16
Self Published/Small Press Titles	16
Electronic Communication	17
PART II: COMMITTEE WORK	18
ATTENDANCE AT MEETINGS	20
CALENDAR	21
WELCOME	22
BACKGROUND PREPARATION	22
READING LIST	24
IDENTIFYING, OBTAINING, AND READING ELIGIBLE TITLES	25
ELIGIBILITY	25
NOTE-TAKING	26
SUGGESTION PROCESS	28
NOMINATION PROCESS	29
PARTICIPATION OF ALSC MEMBERSHIP	29
FIRST MIDWINTER MEETING	31
ANNUAL CONFERENCE MEETING	31
MIDWINTER SELECTION MEETING	34
MIDWINTER: AFTER SELECTION	37
AFTER MIDWINTER SELECTION MEETING	39
PRESENTATION OF THE MEDALS	39
PART III: ROLES & RESPONSIBILITIES	40
COMMITTEE CHAIR	41
First Midwinter Meeting	42
First Annual Conference	42

Midwinter Selection Meeting	42
Between Midwinter and Annual Conference	43
Annual Conference	43
COMMITTEE MEMBERS	44
Midwinter Selection Meeting	44
Annual Conference	44
PRIORITY GROUP CONSULTANT	45
ALSC STAFF	45
Midwinter Selection Meeting	45
After Midwinter Selection Meeting	45
Annual Conference	46
ALSC NOMINATING COMMITTEE	46
ALSC MEMBERSHIP	46
ALSC BOARD OF DIRECTORS	46
ALSC PRESIDENT	46
PART IV: SAMPLES AND DOCUMENTS	47
SAMPLES	
First Preliminary Nomination	48
Second Preliminary Nomination	49
Third Preliminary Nomination	50
Selection Ballot	51
Employer/Supervisor Information Form	52
Letter to Employer/Supervisor #1	53
Letter to Employer/Supervisor #2	54
Press Release Form	55
Award Announcement/Call for Suggestions	56
ALA Newbery/Caldecott Press Release	57
DOCUMENTS	
Contract with F. G. Melcher	59
1937 Resolution on Newbery and Caldecott Awards	61
List of Past Newbery Winners	62
APPENDIX: EXPANDED DEFINITIONS & EXAMPLES	64

Notes:

This manual attempts to outline the practices, procedures and principles to follow in the selection and presentation of the Randolph Caldecott Medal. While as complete as possible, it cannot be exhaustive. Therefore, it is important to use the manual as a guide and to go further for guidance as needed.

Throughout this manual, the “Randolph Caldecott Medal” is referred to as the “Caldecott Medal” or the “Caldecott Award.” References to “the President,” “Vice President,” “Board,” “Executive Director,” and “Executive Committee” imply ALSC affiliation unless otherwise noted. The American Library Association “Public Information Office” is referred to as PIO. The “ALA Youth Media Awards Press Conference” is referred to as the ALA YMA Press Conference.

The Appendix, “EXPANDED DEFINITIONS & EXAMPLES,” was added in 2009 in response to increased committee queries to ALSC leadership regarding eligibility of books, authors, and illustrators. An Award Eligibility Task Force was convened in 2007 for the purpose of examining these questions, and the ALSC Board voted to accept the Task Force’s report at Annual Conference 2008 in Anaheim. Primary among the Task Force’s recommendations was a reaffirmation of the Newbery Medal’s original intent to encourage and recognize high-quality publication in the United States of American children’s literature. The ALSC Board further reaffirms the association’s dedication to this goal via the 2008 vote.

PART I: BACKGROUND INFORMATION

BACKGROUND INFORMATION

HISTORY OF THE NEWBERY/CALDECOTT AWARDS

On June 21, 1921, Frederic G. Melcher proposed to the Children's Librarians' Section at the annual meeting of the American Library Association that a medal be given for the most distinguished children's book of the year. He suggested that it be named for the eighteenth-century English bookseller John Newbery. The idea was enthusiastically accepted by the children's librarians, and Melcher's official proposal was approved by the ALA Executive Board in 1922. In Melcher's formal agreement with the board, the purpose of the Newbery Medal was stated as follows: "To encourage original and creative work in the field of books for children. To emphasize to the public that contributions to literature for children deserve similar recognition for poetry, plays, or novels. To give those librarians, who make it their life work to serve children's reading interests, an opportunity to encourage good writing in this field."

Originally, the ALA Executive Board voted that the Newbery medal be awarded to a book selected by vote of the members of the Children's Librarians' Section. In 1924 the Executive Board approved a new plan that "the designation of the most distinguished contribution to children's literature for each year shall be determined by a special committee of the Children's Librarians' Section . . ." When the Caldecott Medal was initiated in 1937, a twenty-three-member award committee was formed to select medal and honor books for both awards, with the Chair of the School Libraries Section and four school librarians designated by that Section added to the Committee. Written nominations were requested from CLS members and considered by the committee.

The 1958 reorganization of ALA led to the establishment of the Children's Services Division, which had both public library children's librarians and school librarians among its members. Since 1958 all members of the committees selecting the Newbery and Caldecott award books have been members of the Children's Services Division; in 1977 the division received its current name, the Association for Library Service to Children. In 1978, the ALSC membership adopted a bylaws change to form separate committees for the Newbery and Caldecott. Each committee was composed of fifteen ALSC members—seven elected, seven appointed, and one elected Chair. Since the single 1980 committee was already working on selecting the Newbery and Caldecott award for books published in 1979, the first Newbery award and the first Caldecott award to be selected by separate committees were the 1981 awards for books published in 1980. In 2008, ALSC membership voted to change the committee composition, beginning with the 2010 committees, to eight elected, six appointed, and one appointed Chair. New committees are chosen every year. Members meet at ALA Annual Conference and Midwinter Meeting to discuss books that have been published during the year and to vote for the award winners.

All members of the Association for Library Service to Children are eligible to serve on the Newbery and Caldecott awards committees. The only restrictions are that a person must agree to be present at the summer and midwinter meetings at which discussion takes place and at which the selections are made, and that the person must have ready access to the major part of the children's books published during the year under consideration. In addition, a committee member must not have any personal or business involvement that may lead to conflict of interest. Finally, ALSC members cannot serve on either the Newbery Award Selection, Caldecott Award Selection, or Sibert Award Selection, and Notable Children's Books Committees more often than once every four years (with the exception of the chairs). Committee members are chosen for their experience and represent a broad range of geographical areas as well as sizes and types of libraries. Members may include special and public librarians, university educators and professional reviewers.

Winners and honor book titles are announced during a press conference at the ALA Midwinter Meeting (held in January or February in various locations) and simultaneously released on ALA's Web site. Winners and honor book recipients are notified by phone just prior to the press conference. Major newspapers carry the press release. Award winning authors and illustrators often appear in nationally televised news interviews. The medals are presented at a banquet held during the ALA Annual Conference in June or July.

Frederic Melcher donated and presented the medals until his death in 1963. The medals are now presented at the banquet by the chairs of each committee. Honor book recipients receive certificates. Sculptor René Paul Chambellan designed both the Newbery and Caldecott medals. The medals are inscribed with the names of both the Children's and School Librarians' Sections of the American Library Association. In 1977 when the Association for Library Service to Children received its current title, the board of directors decided not to change the inscriptions on the awards. Gold facsimiles of the medals are placed on copies of winning books. Silver facsimiles are placed on copies of honor books.

This history of the Newbery and Caldecott awards was compiled from material written by ALSC members. Many of these paragraphs were originally published in *Top of the News*, the journal of the Association for Library Service to Children, in Fall, 1979. The article was researched and written by Bette Peltola, who was at that time associate dean, School of Education, University of Wisconsin-Milwaukee.

COMMITTEE FUNCTION STATEMENT

To select the most distinguished American picture book for children, in English, from among those published during the preceding year—within the terms, definitions, and criteria for governing the award.

THE COMMITTEE

ALSC Bylaws, Article VII: Section 2:

The Newbery Award Committee, the Caldecott Award Committee, the Sibert Award Committee, the Wilder Award Committee, and the Notable Children's Books Committee:

- a) The Newbery Award Committee shall consist of the following fifteen (15) members: Eight (8) members to be elected annually from a slate of no fewer than sixteen (16), a chairperson appointed by the president, and six (6) members appointed by the president.
- b) The Caldecott Award Committee shall consist of the following fifteen (15) members: Eight (8) members to be elected annually from a slate of no fewer than sixteen (16), a chairperson appointed by the president, and six (6) members appointed by the president.
- c) The Sibert Award Committee shall consist of the following nine (9) members: Five (5) members to be elected annually from a slate of no fewer than ten (10), a chairperson appointed by the president, and three (3) members appointed by the president.
- d) The Wilder Award Committee shall consist of the following five (5) members: Three (3) members to be elected every other year from a slate of no fewer than six (6), a chairperson appointed by the president, and one (1) member appointed by the president.
- e) The Notable Children's Books Committee shall consist of the following eleven (11) members: a chairperson appointed by the president and ten (10) members appointed by the president.
- f) No individual may serve on the Caldecott Award, Newbery Award, Sibert Award, or Notable Children's Books Committees more often than once every four years. The four year period shall begin from the last year of the term of service regardless of length of term. This guideline will apply to the Caldecott Award, Newbery Award, Sibert Award, and Notable Children's Books Committees only. This guideline will not apply to the selection of nominees for Chair. This guideline will not apply to other ALSC prestigious award committees.

Adopted by the ALSC Board, January 1978. Revised, Midwinter 1987. Revised, Annual Conference 2002. Revised, May 2008. Revised, May 2009.

TERMS, DEFINITIONS, AND CRITERIA

Terms

1. The Medal shall be awarded annually to the artist of the most distinguished American picture book for children published by an American publisher in the United States in English during the preceding year. There are no limitations as to the character of the picture book except that the illustrations be original work. Honor books may be named. These shall be books that are also truly distinguished.
2. The award is restricted to artists who are citizens or residents of the United States. Books published in a U.S. territory or U.S. commonwealth are eligible.
3. The committee in its deliberations is to consider only books eligible for the award, as specified in the terms.

Definitions

1. A "picture book for children" as distinguished from other books with illustrations, is one that essentially provides the child with a visual experience. A picture book has a collective unity of story-line, theme, or concept, developed through the series of pictures of which the book is comprised
2. A "picture book for children" is one for which children are an intended potential audience. The book displays respect for children's understandings, abilities, and appreciations. Children are defined as persons of ages up to and including fourteen and picture books for this entire age range are to be considered.
3. "Distinguished" is defined as:
 - Marked by eminence and distinction; noted for significant achievement.
 - Marked by excellence in quality.
 - Marked by conspicuous excellence or eminence.
 - Individually distinct.
4. The artist is the illustrator or co-illustrators. The artist may be awarded the medal posthumously.
5. The term "original work" may have several meanings. For purposes of these awards, it is defined as follows:
 - "Original work" means that the illustrations were created by this artist and no one else.
 - Further, "original work" means that the illustrations are presented here for the first time and have not been previously published elsewhere in this or any other form. Illustrations reprinted or compiled from other sources are not eligible.
6. "American picture book in the United States" means that books first published in previous years in other countries are not eligible. Books published simultaneously in the U.S. and another country may be eligible. Books published in a U.S. territory or U.S. commonwealth are eligible.
7. "In English" means that the committee considers only books written and published in English. This requirement DOES NOT limit the use of words or phrases in another language where appropriate in context.

8. "Published...in the preceding year" means that the book has a publication date in that year, was available for purchase in that year, and has a copyright date no later than that year. A book might have a copyright date prior to the year under consideration but, for various reasons, was not published until the year under consideration. If a book is published prior to its year of copyright as stated in the book, it shall be considered in its year of copyright as stated in the book. The intent of the definition is that every book be eligible for consideration, but that no book be considered in more than one year.
9. "Resident" specifies that illustrator has established and maintains a residence in the United States, U.S. territory, or U.S. commonwealth as distinct from being a casual or occasional visitor.
10. The term, "only the books eligible for the award," specifies that the committee is not to consider the entire body of the work by an artist or whether the artist has previously won the award. The committee's decision is to be made following deliberation about books of the specified calendar year.

Criteria

1. In identifying a "distinguished American picture book for children," defined as illustration, committee members need to consider:
 - Excellence of execution in the artistic technique employed;
 - Excellence of pictorial interpretation of story, theme, or concept;
 - Appropriateness of style of illustration to the story, theme or concept;
 - Delineation of plot, theme, characters, setting, mood or information through the pictures;
 - Excellence of presentation in recognition of a child audience.
2. The only limitation to graphic form is that the form must be one which may be used in a picture book. The book must be a self-contained entity, not dependent on other media (i.e., sound, film or computer program) for its enjoyment.
3. Each book is to be considered as a picture book. The committee is to make its decision primarily on the illustration, but other components of a book are to be considered especially when they make a book less effective as a children's picture book. Such other components might include the written text, the overall design of the book, etc.

Note: The committee should keep in mind that the award is for distinguished illustrations in a picture book and for excellence of pictorial presentation for children. The award is not for didactic intent or for popularity.

[Adopted by the ALSC board, January 1978. Revised, Midwinter 1987. Revised, Annual 2008.]

ALSC POLICIES

ALSC POLICY FOR SERVICE ON AWARD COMMITTEES

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.

Committee members are urged to discuss books under consideration with others throughout the year to obtain a variety of critical opinions. However, it is important to remember that, in these discussions, committee members may express only their own opinions, and may not quote the opinions of other committee members or indicate in any way which books are under consideration. It is understood that all eligible books are being considered up until the selection of the winner is made.

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 a nomination or appointment to the book award committees should adhere to the following guidelines:

- 1) Members who have written or illustrated a book that may be eligible for consideration during the period of service on the award committee should not accept an appointment or nomination to an award committee.
- 2) Members who have served as an advisor or consultant to an author or illustrator of a children's book, or as an advisor to a children's book publisher, beyond the scope of assigned library duties, such as providing reference service, should not accept appointment or nomination if that book may be eligible for consideration during the period of service on the award committee. This includes writing teachers guides or readers' group guides at the request of a trade book publisher.
- 3) Members should not accept appointment or nomination to an award committee if they have a close family relationship (parent, spouse/partner, son/daughter) or a personal relationship with the author or illustrator of any book that may be eligible which could reasonably be seen by an independent observer to cause a conflict of interest.
- 4) Members should not accept appointment or nomination to an award committee if they have a close family relationship (parent, spouse/partner, son/daughter) with a person employed by a U.S. trade publisher.
- 5) Members should not accept appointment or nomination to an award committee if they, or a close family member, directly own(s) equity (stock ownership, stock options, convertible note(s), or other ownership interest) that represents more than a 5% stake in a U.S. trade publisher.
- 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 books in relationship to these awards during their term of committee service.

8) Members may not serve concurrently on the ALSC Board and an ALSC award selection or media evaluation 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 AND ACCESS TO MATERIALS

Persons elected or appointed to an award committee should:

- 1) 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.
- 2) Have ready access to the major part of the current output of children's books under consideration. It is recognized that there will be an occasional book under consideration which a committee member is unable to obtain. In such an instance, arrangements for review copies may be made as prescribed in the committee's guidelines.

Although these requirements may limit membership on a committee, wise selection requires complete participation of all members of the committee.

FREQUENCY OF SERVICE ON CALDECOTT, NEWBERY, SIBERT, AND NOTABLE CHILDREN'S BOOKS COMMITTEES

No individual may serve on either Caldecott Award, Newbery Award, Sibert Award, and Notable Children's Books Committees more often than once every four years. This guideline will apply to Newbery, Caldecott, and Sibert Award Committees only, as these are committees to which some members are elected and books eligible are numerous. This guideline will not apply to the appointment for Chair. This guideline will not apply to other ALSC prestigious award committees.

Violation of any of the above guidelines may result in dismissal from the award committee and may preclude service from future award committees.

Do you understand and agree to adhere to the guidelines for service on the award committee as outlined herein and agree to adhere to such other guidelines as the Association for Library Service to Children may hand down from time to time?

___ Yes ___ No

Signed: _____

Name: _____

Please fill out and return the attached checklist.

Policy revised, February 2007. Revised May 2009.

Checklist for Prospective ALSC Award Committee Members

Please respond to the following questions. A “yes” answer does not necessarily preclude service on an award committee. These questions are intended to alert prospective committee members to situations that may or may not pose a problem; the answers will enable the Executive Committee to assess individual situations.

Are you under contract for a children’s book that will be published during the period of your award committee service? Yes No

Have you served as an advisor or a consultant for a children’s book publisher, author or illustrator in the past three years? Yes No

Do you have a close relative (i.e. parent, spouse/partner, son/daughter) who is the author or illustrator of a book that may be eligible during the year of your committee service?
 Yes No

Do you have a close relative (i.e. parent, spouse/partner, son/daughter) who is currently employed by a U.S. trade publisher? Yes No

Do you, or does a close relative, directly own equity (stock, stock options, convertible notes or any other ownership interest) that represents more than a 5% stake in a U.S. trade publishing company?
 Yes No

Do you have a personal relationship with the author or illustrator of any book that may be eligible which could reasonably be seen by an independent observer to cause a conflict of interest?
 Yes No

Do you run or regularly participate in a social networking Web site or software, including blogs, wikis, or electronic discussion lists? Yes No

If you answered yes, please provide the Web url:

Are you able to attend all required meetings in person at Annual and Midwinter conference? Yes
 No

Do you have ready access to newly published children's books? Yes No

Have you served as a member of the Newbery Award, Caldecott Award, Sibert Award, or Notable Children’s Books committee in the past four years? Yes No

Signed: _____
date

Name: _____

If you answered “yes” to any of the questions, please contact the Executive Director in the ALSC Office before you accept a nomination or appointment to discuss your specific situation. Failure to disclose such activities will lead to immediate dismissal from the committee.

February 2007. May 2009.

RELATIONSHIP WITH PUBLISHERS

Guidelines for Committee Members

Members of the committee adhere to guidelines regarding their relationship to publishers. Important points:

- The ALSC office makes the committee roster available to publishers as soon as possible in the year under consideration.
- Many publishers send committee members eligible books for consideration. Committee members may accept these unsolicited books.
- The Chair surveys committee members regularly to ascertain which books have not been received.
- If certain titles have been difficult to obtain, the Chair may contact publishers directly to inform them of books the committee would like to see, especially towards the end of the year when time is so important. The Chair may also notify the PGC and ALSC office who can also try to obtain the books.
- Individual committee members are not to solicit publishers for free, personal copies of eligible books. Members accept appointment to this committee with the understanding that they have access to new books and may borrow additional books from the ALSC office. Ultimately, it is the responsibility of each committee member to obtain such books for reading.
- Committee members are cautioned to avoid any conflicts of interest that might grow out of personal contact with personnel involved in publishing children's books. It is not necessary to suspend these contacts so long as there is the express understanding that such contacts in no way influence how books are considered or the final choices made.
- Committee members are not to solicit publishers for favors, invitations, or the like. However, should there be such unsolicited offers, committee members may accept with the express understanding that acceptance in no way influences how books are considered or final choices made.

Guidelines for Publishers

Publishers are encouraged to support the work of the Caldecott Award Committee. Submission procedures are outlined for publishers on the ALSC Web page.

To submit works for consideration for one of the ALSC media awards:

- Review the terms and criteria for the award.
- Send one copy of the work to the ALSC office (50 East Huron, Chicago, IL 60611-2795). Please indicate for which award the submission is intended.
- Submit one copy of the work to the award committee Chair. You have the option of sending a copy of the work to each committee member, but it is not required.
- A list of selection committee members for each award is available through a link on each award's Terms and Criteria page.

Deadline for submitting works is **December 31** of the publication year for all book awards and notables.

SELF-PUBLISHED /SMALL PRESS TITLES

Books self-published or published by small presses are eligible, provided they meet all other eligibility requirements. Books are eligible in their first year of publication only. If an artist or representative of an illustrator of a book published by a small, independent press submits his or her Caldecott- eligible book to the Caldecott Award Committee for consideration, and that book is republished later by another publisher, then the book will not be reconsidered upon its commercial publication.

The Chair of the Caldecott Award Committee will keep and pass on a current –year list of Caldecott-eligible books received directly from authors or from small, independent presses (Adopted by ALSC Board of Directors, June 2004).

ELECTRONIC COMMUNICATION

Electronic communication facilitates the distribution of information from the Chair to committee members, the regular discussion of procedural issues, and, at the discretion of the Chair, the open discussion among committee members of matters of concern. The Committee adheres to the "Guidelines for Electronic Communication for ALSC Committees," as adapted by the ALSC Board in 2000.

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

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

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

PART II: COMMITTEE WORK

Although the decisions are made at the Midwinter Selection Meeting, much work is done prior to the meeting. Each member reads as many of the eligible books as possible. In addition, each member is responsible for reading the books nominated and suggested by other committee members and by the ALSC membership. Committee members will often reread those books that appear to be top contenders. Throughout the year, committee members exchange lists of books as suggestions to other committee members and receive suggestions from the ALSC membership.

In the latter half of the year, each committee member nominates a total of 7 books for the award and gives supporting reasons for each nomination. Through distribution of this information to all committee members, a written exchange of ideas takes place before the committee meets to make its decisions.

Note regarding nominations: At Midwinter 2009, the ALSC Board voted to increase the number of rounds of nominations from 2 rounds of three books each, to 3 rounds, of 3, 2, and 2 numbers of books in October, November and December respectively, and to eliminate the practice of discussing books that had been suggested but not nominated with the exception of late suggestions that may be made for books published in December. This is to be done on a trial basis for the 2010 awards committees, and chairs are to respond to the ALSC Board at the conclusion of the process in order to inform a final decision about this procedure.

The Newbery and Caldecott awards committees are among the ALA committees that hold closed meetings in line with ALA policy on open and closed meetings. The procedures of each committee are public information, but committee members must maintain confidentiality about the books that are nominated by committee members, the number of ballots, the tallies on ballots, and any discussion of the books among committee members.

Several blocks of time are scheduled for the committee to meet during the Midwinter Meeting at which the selections are made. The committee will meet for as long as necessary, and meetings may be extended beyond the scheduled times if additional time for discussion and balloting is needed. The first item of business is to make procedural decisions, such as the order in which books will be discussed and when to move to a vote.

The committee then proceeds to discussion. The Chair repeats the terms of the award. The merits of each nominated book are discussed. Committee members are reminded that they are comparing books of the year with each other and are not to consider earlier works of any author. Some books may be eliminated from the list during the discussion. No books may be added that were not officially nominated for consideration by the committee members or part of the late suggestions made for books published in December prior to the Midwinter Meeting. Although the award is not a popularity award, there is sure to be discussion of whether certain books are indeed children's books. There is often reference to the terms, definitions, and criteria for the award as the committee discussion proceeds.

When the books under consideration for the award have been fully discussed, the committee moves to its first ballot. Each member votes for three books, and the ballots are counted according to a point system: first choice books receive four points; second choice books, three points; third choice books, two points. To win, a book has to receive at least 8 first-place votes and have an 8 point lead over the book with the second highest number of points. If there is no winner on the first ballot, discussion is reopened and continued until there is consensus to proceed to another ballot. This procedure of further discussion and balloting continues until a medal winner is selected.

The committee then addresses the question of whether to name honor books. The committee may name as many or as few as it chooses, or none, keeping in mind that the books should be truly distinguished, not merely general contenders. Honor books may only be chosen from among those that

appeared on the final medal-winning ballot. When honor books are announced to the public, they are announced in alphabetical order, by author, so as to accord equal honor to all books.

ATTENDANCE AT MEETINGS

Caldecott Committee members are responsible for attending all required meetings at the Annual Conference and at the Midwinter Selection Meeting. Other events are optional.

Because attendance at the Annual and Midwinter Conferences of the year under consideration is required of the Chair and all committee members, members are urged to make certain at the outset that they CAN attend. This means: 1) securing permission from one's supervisor and, if necessary, one's director or library board to attend all required meetings; 2) securing funding for all required meetings (whether from personal funds or funds provided by one's employer); 3) making hotel reservations at the earliest date these are available (bearing in mind that many hotels are filled on the first day of registration; 4) making timely arrangements for transportation to the conference site; 5) Registering for the conference; 6) communicating with the committee Chair if there is any emergency or last minute delay (such as inclement weather) that would affect the committee's operation.

A resignation to the ALSC President must be tendered in the event a committee member is unable to attend a required meeting. The President shall then appoint a new committee member to fill the vacancy. The President may look to a member of the Notable Children's Books Committee to stand in as a replacement. If a suitable replacement can not be found in time for the Midwinter Selection Meeting, the committee will operate one member down and will have to reformulate the voting process to vote one member down.

<p>First Midwinter Meeting (the year under consideration). Refer to calendar below.</p>	<p>Member attendance optional. Chair attendance required. Chair to attend Division Leadership Meeting, meet with PGC, and attend award/notable orientation. Open, introductory meeting.</p>
<p>Annual Conference of year under consideration. (Prior to Midwinter Selection Meeting). Refer to Part II, "Annual Conference Meeting (Prior to Midwinter Selection Meeting)."</p>	<p>Attendance required. Closed meeting.</p>
<p>Midwinter Selection Meeting of next year. Refer to Part II, "Midwinter Selection Meeting."</p>	<p>Attendance required. Closed meeting.</p>
<p>Annual Conference of next year (after Midwinter Selection Meeting). Presentation of award at Newbery/Caldecott Banquet. Refer to Part II, "Award Presentation."</p>	<p>Attendance optional.</p>

Calendar

June to December

June. Elected committee members notified of election results. Chair appointed.

August - November. Additional committee members appointed.

Fall. Download manual from the ALSC Web site and study. Receive procedural instructions from committee Chair.

Prepare for committee membership.

January

First Midwinter- This is an optional committee meeting, but members are urged to attend if at all possible. While it is not a required meeting, the committee's year of service is officially underway, and attendance is highly recommended. At this meeting, the Chair will introduce the members, may distribute the year's calendar if available, and often will invite experts in the field and past committee chairs to talk about evaluation techniques. In addition, rules and procedures are reviewed. Books under consideration are not discussed, nor are any procedural issues decided.

January to January-Ongoing

- Read background material on book evaluation (see Reading List).
- Create a system for keeping a record of your reading and your critiques of the books.
- Read and evaluate eligible books.
- Send suggestions to committee chair according to schedule and procedures established by the Chair.
- Read all correspondence from committee Chair.
- Read and evaluate all books suggested or nominated by other committee members.
- Promote interest in the award by involving colleagues and young readers in informal discussion.

June/July

- Annual Conference committee meeting- The Annual Conference is important. It allows the committee time to prepare for the work ahead. The committee does not engage in the actual selection process. Selection takes place at the Midwinter Selection Meeting.

October

- First committee preliminary nominating ballot due to Chair.

November

- Second committee preliminary nominating ballot due to Chair.

December

- Third, and final, committee preliminary nominating ballot due to Chair.

January

- Late suggestions for books published in December.
- Participate in Midwinter selection meetings.
- Attend ALA Youth Media Awards Press Conference.

January to June

- Publicize award selections.
- Send all committee files to ALSC Executive Director for the archive (copies of committee communication such as welcome and procedural emails, thank you letters, and congratulatory letters to the medalist and honor book recipients).

June/July

- Presentation of medal and honor(s) at Annual Conference during banquet.

WELCOME

Once the committee is complete, it is recommended that the Chair send a letter of welcome to the membership. The letter might include an outline of the year's work and upcoming issues. It is usually accompanied by relevant enclosures (e.g., the year's preliminary calendar, the roster, guidelines for book discussion, etc.)

BACKGROUND PREPARATION

From the terms and criteria for the Medals, it is obvious that the focus of the awards Committees is distinct from the usual selection concerns in a library, which may include: current holdings in a collection, children's interests, needs for special materials, curriculum guidelines, contemporary interests, and local community concerns. In your year of committee work, you will need to begin to focus on the terms, criteria, and definitions of the award. Here are some suggestions:

1. It is important to refresh your understanding of the specific criteria for evaluation as you embark on your committee year. Spend the early months reading background material. Start with the appropriate chapters in a standard textbook on children's literature. A good list of choices is included in this section. Familiarize yourself with the language of evaluation and criticism so that you can articulate your own perspectives and ideas as the year unfolds. It is especially important to practice using this language throughout the year, so you can feel completely prepared for the committee's final deliberations.
2. Take part in book discussions of several kinds. These might be regular selection meetings, workshops, classes, or professional association meetings. It helps to put together discussion sessions with other professionals in your community, people who are interested in the process. Caldecott committee members may want to discuss picture books with art teachers. These coalitions will help to publicize the awards, involve others in the process, and help you develop discussion skills. You will also be engaging in an activity similar to your first meeting with your award committee, where you will need to present your ideas more clearly and succinctly and listen more carefully than ever before. **Always keep in mind the Confidentiality issues listed in the previous section.**
3. Speak to community groups, faculty meetings, PTAs and individuals about currently published books and about the history of these widely publicized awards. School districts in your area may appreciate a workshop for teachers on the past award winners and current pool of books from which you will be choosing this year's winner. Planning such a presentation will help you develop your background on the awards as well. **Again, always keep in mind the importance of Confidentiality in referring to your own committee's discussions and books currently under consideration.**

4. You may wish to try to write down your own critical viewpoint. If you do this, examine it in light of the terms and criteria for the award. Have you taken account of the factors to be considered?
5. If most of the writing you do about children's books in your professional work has a focus different from the terms and criteria of the award, try writing some critical analyses of children's books structured around the medal terms and criteria. For example, review and read the medal and honor books of a previous year and write critical analyses of each in relation to the terms and criteria.
6. Promote discussion of eligible books in your local community by organizing and taking part in mock Newbery-Caldecott discussions and sending the results to the committee members.

READING LIST (REVISED, 2003)

Spend time early in the year, before you have many books to consider, reading selections from this list.

- I. Read the appropriate chapters in one or more of the textbooks on children's literature to help you review the criteria for evaluation of picture books and understand various aspects of artistic merit.

Children & Books, 9th edition, by Zena Sutherland. Addison-Wesley, 1996; ISBN: 0673997332
Chapter 4: Books for the Very Young, Chapter 5: Artists and Children's Books

Charlotte Huck's Children Literature by Barbara Kiefer. McGraw Hill, 2009. ISBN: 0073378565

From Cover to Cover: Evaluating and Reviewing Children's Books, by Kathleen T. Horning.
HarperCollins, 1997; ISBN: 0060245190 (Hardcover); HarperTrophy, 1997; ISBN: 006446167X
(Paper)
Chapter 5: Picture Books

Only Connect: Readings on Children's Literature, by Sheila A. Egoff, et. al. 3rd edition. Oxford
University Press, 1996; ISBN: 0195410246 (Paper)
See section on "Picture Books and Illustration"

- II. Read books about picture book art.

Art and Design in Children's Picture Books: An Analysis of Caldecott Award-Winning Illustrations,
by Lyn Ellen Lacy. American Library Association, 1986.

Caldecott Celebration: Six Artists Share Their Paths to the Caldecott Medal, by Leonard S.
Marcus. Walker & Co., 1998; ISBN: 0802786561

Looking at Picture Books, by John Warren Stewig. Highsmith, 1995; ISBN: 091784629X

Lotus Seeds: Children, Pictures, and Books, by Marcia Brown. Atheneum, 1986; ISBN:
0684184907

Potential of Children's Books: From Visual Literacy to Aesthetic Understanding, by Barbara Z.
Kiefer. Merrill/Prentice Hall, 1995; ISBN: 0013635355

Writing with Pictures: How to Write and Illustrate Children's Books, by Uri Shulevitz. Watson-
Guptill, 1997; ISBN: 0823059359

Picture This: How Pictures Work, by Molly Garrett Bang. Seastar Books, 2000; ISBN: 1587170299
(Hardcover); ISBN: 1587170302 (Paper)

Ways of Telling: Conversations on the Art of the Picture Book, by Leonard S. Marcus. Dutton,
2002; ISBN: 0525464905

- III. Read background information about the Newbery and Caldecott Awards.

Newbery and Caldecott Awards: A Guide to the Medal and Honor Books. American Library
Association Editions, 2009 (or current edition)

The Newbery and Caldecott Medal Books, 1986-2000: A Comprehensive Guide to the Winners, by Maria Salvadore (Editor), Roger Sutton (Editor), Kathleen Horning (Editor). American Library Association Editions, 2001; ISBN: 0838935052

IDENTIFYING, OBTAINING, AND READING ELIGIBLE TITLES

Committee members will begin to receive books from children’s publishers for consideration by early spring. Eligible books will also be announced in catalogs and reviews and may appear in libraries and bookstores. *Begin immediately to read and evaluate eligible books.* The pace of publication increases throughout the year. It is important to keep up with the eligible books at all times.

Develop a convenient system for taking notes about each book read—a system that works for you. Some will keep complete bibliographic information on each book, a short summary, and a critical statement, noting both strengths and weaknesses with some specificity. Notes about books that do not seem to be serious contenders will probably become briefer as the year progresses. It is a mistake, however, not to make notes about each book as you evaluate. A book that at first reading does not seem a serious contender may prove to be a good possibility on further consideration. Committee members will need to re-read many books, especially those recommended by fellow committee members. Personal notes will help in the recollection of first impressions and further thinking about the book. (A sample note-taking form follows).

The Chair will establish procedures for informing members of books being read and considered by others. The committee may communicate with an occasional report early in the year and more frequent reports later. Providing information to other committee members is every member’s responsibility, and your Chair will set up procedures for your committee. The books to be considered at the selection meeting at Midwinter must have been recommended or suggested prior to the selection meeting.

ELIGIBILITY

Committee members should refer to the current terms, criteria, and definitions, including the Appendix: EXPANDED DEFINITIONS & EXAMPLES, rather than to precedent or past winners in attempting to determine eligibility. It is important for committee members to check on the eligibility of both the publisher and author/illustrator of the work—the year of publication, the citizenship and/or residency of the author (U.S. citizenship and/or residency is required), and the locale of the publisher (the publisher must be located in the United States, U.S. territory, or U.S. commonwealth.). In addition to the book itself, possible sources may include: 1) publisher’s catalogs; 2) publisher’s Web sites and those of authors and illustrators; 3) Library of Congress Web site; 4) Amazon.com and Amazon.UK. In ambiguous cases, committee members notify the Chair who consults with the Priority Group Consultant on eligibility questions. The Chair and the Priority Group Consultant will check on the eligibility and inform the committee.

NOTE-TAKING

From the outset, committee members need to develop some convenient system for taking notes about each book that is read. Some prefer a file card system; others keep a binder with notes, sometimes organized with tabs.

Succinct and specific notes clarify thinking and aid in the Midwinter Selection Meeting discussion. In addition, some committee members keep complete bibliographic information on each book, a short summary, and a critical statement, noting both strengths and weaknesses based on the award criteria. As the year's work begins, the Chair sometimes asks committee members to share ideas on taking notes with the whole committee. It is recommended that notes be taken on each book that is read. Notes about books not thought to be serious contenders may shorten as the year progresses. It is important to remember that a book not impressive on first reading may prove more interesting later on. Re-reading is frequently required. Notes record first impressions and measure changes in thinking.

Committee members do not usually bring a personal copy of every book under consideration to the Midwinter Selection Meeting. Therefore, notes need to include references to specific page numbers and/or quoted passages to justify specific points made during the discussion.

Many committee members collect professional reviews of titles under consideration. Although reviews are not to be quoted during discussion, they raise questions and clarify opinion.

Note-taking

Sample Notes Form:

Author:	Illus:			
Title:	Genre:			
Publisher:				
Reviews: BCCB	Booklist	Horn Book	PW	SLJ
Other: _____				

Summary:
Characters:

Pros:

Cons/Concerns:

Other Comments:

- Criteria: Excellence of execution in the artistic technique employed;
Excellence of pictorial interpretation of story, theme, or concept;
Appropriateness of style of illustration to the story, theme of concept;
Delineation of plot, theme, characters, setting mood or information through pictures;
Excellence of presentation in recognition of a child audience.

The committee should keep in mind that the award is for distinguished illustrations in a picture book and for excellence of pictorial presentation for children. The award is not for didactic intent or for popularity.

SUGGESTION PROCESS

The Chair solicits suggestions of eligible titles from committee members, usually on a monthly basis. Each time, committee members are asked to suggest books deemed to be strong contenders based on the award criteria.

The suggestion process serves several important functions. Of course, it encourages committee members to identify strong contenders. It also alerts committee members as to which books merit consideration by the group. Then too, the suggestion process helps committee members begin to weigh relative strengths and weaknesses of books based on the award criteria.

Committee members often recommend a book previously suggested. This practice allows the committee to develop an early gauge of support for titles—a gauge that becomes useful in identifying titles to consider in the nomination process.

Suggestion deadlines are listed on the calendar established at the beginning of the year. Suggestions are submitted to the Chair by e-mail to meet designated deadlines. The Chair needs to receive notification should a committee member have no suggestions to add. Suggestions sent by U.S. mail or FAX must be **received** by the designated deadlines.

After each suggestion deadline, the Chair compiles a list of suggested titles, indicates the number of suggestions for each title, and distributes the list to committee members. After the second round of suggestions, the Chair distributes a cumulative suggestion list along with a monthly list. (These two kinds of lists may be combined with newly added titles highlighted). Suggestions remain anonymous.

The Chair works as quickly as possible to get the suggestion lists distributed to committee members. Turn around time is a week or less. In September, begin forwarding your suggestion lists to the ALSC Executive Director.

Serious consideration is to be given to all suggested titles including those with minimal support. Sometimes only one committee member has seen a particular book. Sometimes support grows after re-readings or in comparison to other books under consideration.

As the suggestion list grows, it becomes easier for the committee to make comparisons among suggested titles and to begin weighing relative strengths and weaknesses with regard to the award criteria.

It is possible to make further suggestions once the nomination process is complete. Such suggestions appear on the Midwinter discussion list. These further suggestions allow committee members to move forward books published late in the year (published after the December ballot deadline) so that all books published in the calendar year are considered.

Committee members are urged to suggest all strong titles for consideration, and they are also urged not to overload the suggestion list. Overloading the list undermines its function to focus attention on strong contenders. Committee members need to consider each title with regard to the award criteria and suggest only those titles deemed to be strong contenders.

There are no set parameters as to the number of suggestions a committee member may make. Some members suggest more titles than others.

The suggestion process focuses attention on particular titles. It does not limit the committee's reading and does not determine which books are discussed at the Midwinter Selection Meeting (to be on the

discussion list, a book must be nominated. See below). Committee members are expected to identify, obtain, read, and consider other eligible titles as a matter of routine. Committee members are expected to suggest strong titles as a matter of routine.

In summary, it is the responsibility of committee members to make suggestions by the designated deadlines and to consider carefully all suggested titles.

NOMINATION PROCESS

Prior to the Midwinter Selection Meeting the Chair will request three rounds of nominations from committee members. Committee members will be asked to nominate 3, 2, and 2 books (for a total of 7 distinct nominations) and to provide justification for each book. The Chair will distribute the results and the justifications.

Committee members must nominate different books on their own subsequent ballots, but they may nominate titles that were nominated by other committee members on previous ballots. This practice allows the committee to measure support for titles.

These nominations serve several functions.

- They serve as a focus for all suggestions made during the year.
- The written justifications serve as preparation for oral discussion at Midwinter and provide practice in stating clearly and succinctly your ideas about books that seem distinguished.
- Finally, they make each committee member aware of which books require their closest scrutiny and which they will need to re-read.

To avoid making commitments prior to the Midwinter discussions, ranked preferences are not given on the nominating ballots.

Please submit your nominations on time, according to the schedule set by the Chair of your committee. Preliminary nominations should include:

- Titles that you feel are worthy of consideration for the Medal;
- Complete bibliographic information;
- Written statements that give your reasons for nominating each title.

The Chair will set up guidelines and dates for submitting your nominations. Recent committees have found that submitting this information through email significantly reduces the time it takes to redistribute the complete list to committee members. Each committee chair will decide the best way of distributing the compiled list of preliminary nominations. Read each packet of nominations and justifications thoroughly when you receive them.

PARTICIPATION OF THE ALSC MEMBERSHIP

Suggestions from the ALSC membership-at-large are an important source of titles.

It may not be apparent to ALSC members that their suggestions are given careful consideration by the Award Committees. The Chair will place a notice on the ALSC-L electronic discussion list and on the ALSC blog; the ALSC Program Officer will post a notice on the ALSC Web site, in the newsletter *ALSCconnect*, and in *Children and Libraries: The Journal of the Association for Library Service to Children* asking for membership suggestions. As a member of an award committee, part of your responsibility is to encourage other ALSC members to select books for consideration. This is important because only books

nominated by the committee are discussed at the Midwinter selection meeting. Committee members will consider suggestions from ALSC members-at-large when making their nominations.

While encouraging others to submit suggestions, remember that the nominations made by committee members are confidential information. You may talk in general about the books that you as an individual are reading, but all information about the opinions of other committee members, and the list of committee nominations is strictly confidential, as are the deliberations at Midwinter.

FIRST MIDWINTER MEETING

The committee is strongly encouraged to meet at Midwinter of the year under consideration for an informal first meeting. While it is not a required meeting, the committee's year of service is officially underway, and attendance is highly recommended. At this meeting, the Chair will introduce the members, may distribute the year's calendar if available, and often will invite experts in the field and past committee chairs to talk about evaluation techniques. In addition, rules and procedures are reviewed. Books under consideration are not discussed, nor are any procedural issues decided. This is an open meeting. All other meetings of the committee will be closed meetings (closed to all but committee members).

Chair Responsibilities

It is the responsibility of the Chair to:

- Check with the ALSC office on

	Meeting schedule as soon as possible. Work out scheduling concerns.
	Meeting room arrangement as soon as possible. A conference set-up which is a comfortable arrangement conducive to discussion is usually requested.

- Notify

	The committee members about time and locations of meeting.
--	--

- Arrange for

	Secretary to take minutes on procedural matters.
	Arrange for a guest speaker, if applicable.
	The Priority Group Consultant to speak to the committee

- Provide

	A proposed agenda (distributed prior to Annual).
	Information packet for committee with a final agenda, roster, etc.
	Name tents for table.

Reports

One month prior to Annual Conference and Midwinter Meetings, the Chair prepares and submits a Committee Agenda Cover Sheet (form D.1 in the Division Leadership Manual) and attaches the agenda. After the Annual Conference and Midwinter Meetings, the Chair prepares and submits a Post-Conference Report (form D.2 in the Division Leadership Manual), detailing the committee's work. This is due within three weeks of the end of conference.

ANNUAL CONFERENCE COMMITTEE MEETING (PRIOR TO THE MIDWINTER SELECTION MEETING)

The committee meets during the ALA Annual Conference in the summer of the year during which the books under consideration are being published. This is not a selection meeting; it is for information sharing, problem-solving, and preparation for the selection meetings at Midwinter Meeting. The summer meeting agenda includes the following:

- Opportunity for committee members to become better acquainted.

- Projected time line for the remainder of the year, including a review of the preliminary nominations process and writing statements of support for titles. Each committee needs to discuss ways in which the members are most comfortable communicating and how they plan to use e-mail with regard to confidentiality issues throughout the year.
- Review of the procedures set forth in the committee manual and discussion of problems or concerns that committee members or the Chair have, e.g. obtaining books, eligibility issues, etc.
- Discussion of terms, criteria, and definitions for the medal and honor books. Such discussion will help focus the committee's critical thinking so that at the Midwinter selection meetings members will be familiar with critical standards of each committee member.
- Review of the obligations of each member to take an active role in the work of the committee and the expectation that members unable to do so will resign from the committee. Review of procedures for the Midwinter selection meetings.

Please Note: Formal discussion of books under consideration does not take place at the Annual Conference; all formal discussion leading to choice of award books takes place at Midwinter. However, there *will* be time for committee members to discuss and review *informally* a shortlist of books that have been suggested so far. Books may be removed from the suggestion list at this meeting but only on request of the person who suggested them. Books deleted at this time may be re-added prior to the Midwinter Meeting.

Committee Member Responsibilities

It is the responsibility of committee members to:

- Obtain, read, and consider all books on the practice discussion list prior to Annual.
- Bring

	Caldecott Award Committee Manual.
	Pertinent committee communications.
	Personal notes about all books to be discussed.
	Reviews of books to be discussed (optional).
	Notes on books to be introduced informally into practice discussion. (In advance of Annual, the Chair assigns committee members to introduce books into discussion. Usually committee members are assigned books that they themselves suggested).
	Copies of books to be introduced for practice discussion.

Chair Responsibilities

It is the responsibility of the Chair to:

- Notify

	The committee members about time and locations of meetings.
--	---

- Establish

	A short list of suggested titles for practice book discussion.
--	--

- Check with the ALSC office about

	Meeting schedule as soon as possible. Work out scheduling concerns.
	Meeting room arrangement as soon as possible. A conference set-up which is a comfortable arrangement conducive to discussion is usually requested. Due to the high cost, ALSC is unable to provide computer and Internet service in Award meeting rooms. However, if you require Internet access for committee work while at Midwinter, you may

	use part of your committee budget to pay for Internet access in your hotel sleeping room (usually \$10.00 per day; refer to the Division Leadership Manual for reimbursement procedures).
--	---

- Arrange for

	Secretary to take minutes on procedural matters, but not practice book discussion.
	The Chair asks committee members to bring books that they are introducing formally into discussion.

- Provide

	A proposed agenda (distributed prior to Annual).
	A short list for the practice book discussion (distributed prior to Annual).
	Information packet for committee with a final agenda, discussion list, discussion guidelines, etc.
	Name tents for discussion table.

Agenda

The agenda at Annual Conference includes:

- An opportunity for committee members to become re-acquainted.
- Discussion of terms, criteria, and definitions for award and honor books.
- Discussion of procedures to be used by the committee during the remainder of the year and at the Midwinter Selection Meeting.
- Review of responsibilities for committee members and the Chair.
- Discussion of the importance of full participation by committee members and the Chair.
- Discussion of what steps to take should full participation be impossible (e.g., how to tender a resignation).
- Review role of the Priority Group Consultant. At the discretion of the Chair, the Priority Group Consultant is invited to address the committee.
- Discussion of criteria for evaluating books in general. At the discretion of the Chair, an expert is invited to address the committee.
- Practice book discussion using a short list of suggested titles.

The secretary takes minutes on the order of business and on procedural matters. No notes are taken on the practice book discussion. After Annual, the secretary prepares the minutes and sends them to the Chair. The Chair reviews the minutes and distributes them to committee members.

Book Discussion

It is important to remember that only the book discussion at Midwinter leads to final selection. Book discussion at Annual is for practice only. Therefore, it is not necessary to discuss a long list of books at Annual. The Chair establishes a short list well before Annual to allow committee members time to prepare. This exercise serves several functions. It allows the committee to practice meaningful book discussion based on the award criteria, to raise and clarify procedural questions, and to become comfortable working together as a group.

Reports

One month prior to Annual Conference and Midwinter Meetings, the Chair prepares and submits a Committee Agenda Cover Sheet (form D.1 in the Division Leadership Manual) and attaches the agenda. After the Annual Conference and Midwinter Meetings, the Chair prepares and submits a Post-Conference Report (form D.2 in the Division Leadership Manual), detailing the committee's work. This is due within three weeks of the end of conference.

MIDWINTER SELECTION MEETING

The meeting room scheduled for use by the award committee is usually an “exclusive use” room. This means from the start of the first meeting through Sunday morning, the room will only be used by the committee. The room will be locked between meetings and the Chair will be provided with a key or instructions on how to secure the room. The ALSC office will provide the committee with one copy of each book from the compiled nomination lists.

Books to Be Considered

It is important for committee members to remember that **ONLY** books previously nominated or qualify as late publications and are suggested by committee members be considered at the Midwinter Selection Meeting. No books may be added to the list once the Midwinter meeting begins. For this reason it is important to suggest books for committee consideration, urge ALSC members to send suggestions in to the committee and return nominating ballots promptly.

During committee meetings at Midwinter, once a book has been dropped from consideration for the award, that book may **NOT** be placed back on the list of books under consideration. Therefore, when committee members begin to delete titles, such deletions must be made with care.

Committee Member Responsibilities

It is the responsibility of committee members to:

- Obtain, read, and consider all books on the Midwinter discussion list prior to the Midwinter Selection Meeting.
- Bring

	Caldecott Award Committee Manual.
	Pertinent committee communications.
	Personal notes about all books under consideration.
	Reviews of books under consideration (optional).
	Justification statements for all books under consideration.
	Notes on books to be introduced formally into discussion. (In advance of Midwinter, the Chair assigns committee members to introduce books into discussion. Usually committee members are assigned books that they themselves nominated).
	Copies of books to be introduced for discussion.
	Copies of any other books under consideration that may require re-reading (optional).
	Biographical information on artists represented on discussion list. Committee members are asked to bring such information for the illustrators of books that they formally introduce into discussion (at request of the Chair). This begins after the first set of nominations results are distributed in October.

Chair Responsibilities

It is the responsibility of the Chair to:

- Notify

	The ALSC staff about which books have been suggested (beginning in September) and all titles nominated as soon as possible so books can be requested from publishers.
	The committee members about the times and locations of meetings, notification phone calls, ALA YMA Press Conference, and committee photos (if they are being taken by the ALA photographer).

- Establish

	A Midwinter book discussion list.
--	-----------------------------------

- Check with the ALSC office on

	Meeting schedule as soon as possible. Work out scheduling concerns.
	Meeting room arrangement as soon as possible. A conference set-up which is a comfortable arrangement conducive to discussion is usually requested.
	Books under consideration. Work with the ALSC Executive Director. One copy of each book on the compiled nomination lists will be sent to Midwinter. Sometimes the office does not have the books requested in which case the Chair specifically arranges with committee members for them to be on hand. It is necessary to have a book in hand for discussion to take place.

- **Arrange for**

	Access to the meeting room. The committee usually has an exclusive use room during the Midwinter Selection Meeting. The office will notify the Chair on how to obtain the key in early January.
	Biographical information on artists represented on the discussion list. Work with the committee. The Chair asks committee members to bring such information for the illustrators of books that they formally introduce into discussion.
	A second set of books under consideration. Work with the committee. The Chair asks committee members to bring books that they are introducing into discussion. The result is having two sets of books which is helpful for purposes of re-reading and for writing the press release.
	Secretary and tellers (3).

- **Attend**

	ALA YMA Press Conference informational meeting. The meeting is usually held on Friday evening. The committee is responsible for creating and submitting a press release for the Caldecott Medal and Honor selections.
--	---

- **Provide**

	Information packet for committee with agendas, discussion list, discussion guidelines, etc.
	An established agenda (distributed to committee prior to Midwinter).
	Name tents for discussion table.
	Office supplies/equipment (computer, calculator, camera, thesaurus, etc).
	Tally sheets and selection ballots for voting.

Agenda

The agenda at the Midwinter Selection Meeting includes:

1. Reintroduction of committee members.

2. Appointment by the Chair of a secretary and of three tellers.

Secretary: Takes minutes of all procedural decisions. No minutes are kept of discussion or ballots. The ballots and number tally sheets are collected by the Chair who turns them in to the ALSC Executive Director. The ballots and tally sheets are destroyed and the minutes are placed in the ALSC archives as the record of the committee's actions. The secretary turns in the minutes to the Chair at the end of the Midwinter Selection Meeting. The Chair submits the minutes to the Executive Director with the committee's post-conference report and distributes to committee members.

Tellers: Tabulate and double-check all ballots and turn them over to the committee chair.

3. Procedural decisions:

- How voting is to be handled. (There is a set procedure for the balloting for the Medal books, but there are other matters that may require votes.)
- Order in which books will be discussed.
- How books will be eliminated from consideration prior to the first ballot and after balloting has begun.
- Reminder of the procedures for naming honor books, if any.

4. Review of the terms, criteria, and definitions of the award.

5. Discussion:

Each book nominated or those that qualify as late suggestions will be considered. Many committees have found it helpful to go through the list once. Any book that does not seem a serious contender may be eliminated at this time by some agreed upon procedure. Once this is completed, full discussion of each book remaining on the list takes place.

Committee members must always keep in mind that once a book has been eliminated it cannot be reintroduced. When any book is eliminated from consideration, it is removed from the table so that only the books still under consideration remain.

Some tips to keep in mind:

- Use good critical analysis, no vague words (cute, nice, good, etc.).
- Be cooperative—listen to each other, no side conversations.
- Refer back to the criteria to keep the discussion focused.
- Make comparisons only to books that were published in the year under consideration.
- Clarity—be clear in what you say. Think through the point you are making, and speak loudly enough to be heard by everyone.
- Be concise—be sure that what you have to say adds to the discussion; try not to repeat what others have said.
- Do not book talk or summarize the plot.
- Refrain from relating personal anecdotes.

6. Balloting:

When there is consensus that all the books on the discussion list are fully discussed, the committee proceeds to a selection ballot. Certain procedures apply:

- Committee members list first, second, and third place votes for the award on a selection ballot.
- In tabulating ballot results, the tellers assign four points to each first place vote, three points to each second place vote, and two points to each third place vote.
- There is a formula to determine the winner. A book must receive at least 8 first choices at four points per vote for a total of at least 32 points, and it must have an 8 point lead over the book receiving the next highest number of points.

Tally

Once balloting is complete, the tellers tabulate the results. The tabulations are double-checked, and the Chair reads the results aloud to the committee. Depending on the results, certain steps are taken:

- If there is a winner, the committee proceeds to considering whether or not to select honor books.

- If the first ballot does not produce a winner, the committee follows procedures for re-balloting.

Re-Balloting

The committee may not proceed to another ballot without a second round of book discussion. At this point, certain choices present themselves, and certain procedures apply:

- By consensus the committee may choose to withdraw from the discussion list all titles that receive no votes on the first ballot.
- By consensus the committee may choose to withdraw additional titles that received minimal support on the first ballot.
- Once withdrawn from the discussion list, a book is permanently eliminated from consideration for the award.
- Once a second round is complete, the committee proceeds to a second ballot.
- On a second ballot (and, if necessary, all subsequent ballots), votes are tabulated by the tellers who use the same point system and formula as in the first round to determine a winner.
- If after a second ballot, there is still no winner, the committee is required to re-open discussion and then re-ballot, alternating between discussion and re-balloting until a winner is selected.

Selection of Honor Books

Immediately following determination of the winner of the Caldecott Medal, and following appropriate discussion, the committee will entertain the following:

- Whether honor books will be named.
- Whether the committee wishes to choose as honor books the next highest books on the original winning ballot or to ballot again.
- If the committee votes to use the award-winning ballot, they must then determine how many honor books to name.
- If the committee chooses to ballot for honor books, only books that received points on the award winning ballot may be included. The same voting procedure is followed as for the award winner.
- If the committee has chosen to ballot for honor books, following that ballot, the committee will vote how many books of those receiving the highest number of points are to be named honor books.

MIDWINTER: AFTER SELECTION

Confidentiality of Discussion and Selection

It is important to preserve secrecy between the time the winner is selected and the time the announcement is made to the winning author, the publisher and to the public at large. This secrecy ensures adequate publicity for the awards, avoids the dissemination of misinformation, and avoids the possibility that any business might profit from receiving information earlier than the general public.

Committee members should be aware that employees of the winning books' publishing companies are all informed of the medalist and honor books at the same time the artists are informed. While we all understand that some "leakage" is possible because so many people are involved, so long as the committee members and publishing company personnel avoid unnecessary discussion of the winners prior to the announcement, the integrity of the announcement is assured insofar as possible.

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

1. Reasons (other than your own) given by individual committee members for nominating, supporting, or removing a book from consideration. The committee's reasons for selection of the medalist and honor books will be given by the Chair or a designate who prepares the press release or the announcement articles.
2. Specific titles or lists of titles under consideration. Remember that all eligible books are under consideration prior to the Midwinter Selection meeting.
3. The number of ballots necessary for any decision or the vote in any balloting.

Preparation of Information for Press Release

The committee re-convenes after the selection process is complete to prepare a press release for PIO. Responsibilities are:

- The Chair sometimes creates the press release. At other times, the Chair designates a committee member (selected prior to the meeting) to do the writing. The Chair may also divide responsibilities among committee members and edits their work for continuity. Biographical information about the winning artists and justification statements about the winning books are used as background.
- It is imperative that the biographical information be accurate for the release. Check, check, and check again. The committee will be expected to provide printouts (not just citations) that verify factual information provided in the release. PIO and ALSC staff will use this back-up to fact check the release.
- The Chair provides the completed press release to PIO by the designated deadline and in the designated format. If the Chair does not have a laptop, often someone on the committee will have one that can be used to prepare the press release. USB jump or "thumb" drives will be provided by PIO at the Friday informational meeting. The press release will be saved to this drive and turned in to PIO when finished.
- The Chair will be asked to be available on Sunday afternoon through early evening to return to the PIO office to review and approve the vetted press release. Please have a cell phone number available where you can be reached.
- The press release will be distributed immediately after the ALA YMA Press Conference. The press release is available in print or on the ALSC Web site. Refer to Part IV, *Press Release: Sample*.

Award and Honor Notification Phone Calls

On Monday morning the Executive Director obtains the phone numbers of the winning and honor book authors and provides them to the Chair. The Chair then notifies the winners according to the process established with PIO (usually via speakerphone). Committee members are also invited to be present for this contact, which is often the culminating event of the committee experience. The timing of the calls is dependant upon several factors (The availability of the winning publishers and the time zone of the Midwinter Meeting).

ALA Youth Media Awards Press Conference

The committee convenes at the PIO headquarters on the morning of the ALA YMA Press Conference. Usually the committee is asked to pose for a group photograph immediately after the notification calls are made. A PIO staff member will notify the Chair when it is time to take the photograph as all award committees are scheduled that morning. It is essential that all members remain together after the calls to avoid delays. It is essential that the press conference start on time.

At the ALA YMA Press Conference, the ALSC President announces the Caldecott Medal Winner and if chosen, honor books. Other award announcements include the Batchelder, Belpré, Carnegie, Coretta Scott King, Geisel, Newbery, Odyssey, Printz, Schneider, Sibert, and in appropriate years, Wilder Award. Seats are usually reserved for the various committees at the front of the room. Committee members are usually asked to stand for recognition when the award is announced.

AFTER MIDWINTER SELECTION MEETING

Members of the committee should work with their local news media in publicizing the Newbery, Caldecott, Batchelder, Belpré, Carnegie, Geisel, Odyssey, and Sibert Awards and, in appropriate years, the Wilder Award. Be sure that local newspapers and radio stations receive copies of the press release. On occasion, local newspapers and television and radio stations have given extra coverage to the awards when a local person was involved in the selection process.

If you are interviewed, please emphasize the importance of good books for children, the terms of the award, and the committee's reasons for the choices made (keeping in mind the need for confidentiality about the deliberations.) Other promotional activities might include developing programs and displays in libraries, schools, and other agencies about the medalist and honor books, speaking to local organizations, and sharing your experience with local professional organizations.

PRESENTATION OF THE MEDALS

During the Annual Conference the medal will be presented to the winner and certificates to the honor book recipients at the Newbery/Caldecott Banquet (in alternate years, the Newbery/Caldecott/Wilder Banquet). Although committee members are not required to be present, most find a special satisfaction in being part of this very special occasion. Committee members will be invited to a special reception for the award winners, ALSC Board Members, and other honored guests that is held before the banquet. Publishers may also plan special events for committee members to meet the award recipients, although they are not obligated to do so

PART III: ROLES AND RESPONSIBILITIES

RESPONSIBILITIES OF THOSE INVOLVED IN THE AWARD PROCESS

Responsibility for selection of the medal winner and honor books rests with the Caldecott Award Committee. This manual describes these responsibilities. However, there are others who have responsibilities for the awards. The next several pages give you an overview of the responsibilities ascribed to others, beginning with an overview of the responsibilities of your committee chair.

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 books they feel strongly about, speak later in the discussion of any book, 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:

- Establishes calendar and mailing procedures for the committee. Sends committee roster to all members.
- Conducts all committee meetings (two Midwinters, Annual Conference).
- Prepares agendas for all committee meeting and distributes them (May, December)
- Corresponds with committee members immediately after election or appointments. Establishes guidelines for use of email and other checks that ensure that correspondence is received and answered as needed.
- Receives suggestions and nominations; prepares lists of eligible books and sends them to committee members.
- Places call for book nominations on the ALSC-L electronic discussion list and on the ALSC Blog.
- Prepares ballots for nominations in October, November and December. Distributes results to committee members as soon as possible after receiving nominations.
- Checks eligibility of books suggested or nominated, with assistance of Priority Group Consultant.
- Answers all correspondence promptly, referring correspondence to the ALSC President or Executive Director for reply when appropriate. Copies all correspondence to committee members, to the ALSC Executive Director, the ALSC President and Vice-President, and to the Priority Group Consultant (all year).

- Works with the ALSC Executive Director to ensure the committee's meeting schedule aligns within the scheduling parameters of ALA Conference Services and other ALSC meetings.
- Submits budget request for next committee (on request). For budget information, please see the most current edition of the ALSC Division Leadership Manual.
- Maintains financial records of committee's expenses and requests a reimbursement from ALSC (all year). For instructions on requesting reimbursement, please see the most current edition of the ALSC Division Leadership Manual.
- Prepares committee reports at conferences and between conferences for ALSC President, Vice-President, Executive Director, and Priority Group Consultant.
- Contacts non-participating committee members and, if necessary, after consultation with Priority Group Consultant, suggests their resignation from the committee.
- Represents the committee at the Division Leadership Meeting (first Midwinter and Annual Conference) and meetings of Priority Group V.
- Presents problems to Priority Group Consultant as needed.

First Midwinter Meeting

- Works with ALSC Executive Director to ensure the committee's meeting schedule aligns within the scheduling parameters of ALA Conference Services and other ALSC meetings.
- Notifies committee members as to meeting schedule and location (confirms meeting date in the fall, room location in Dec.)
- Arrange for any guest speakers and confirm Priority Group Consultant visit.
- Attends chair orientation, usually conducted by Priority Group Consultant.

First Annual Conference

- Works with the ALSC Executive Director to ensure the committee's meeting schedule aligns within the scheduling parameters of ALA Conference Services and other ALSC meetings.
- Notifies committee members as to meeting schedule and location (confirms meeting date in February, room location in May.)
- Prepares agenda and leads meeting to go over re-introductions to one another, review terms, criteria, and procedures, and time line for the selection process.
- Attends chair orientation, usually conducted by Priority Group Consultant.
- Leads informal discussion from a shortlist of books that have been suggested so far.
- Submits Post-Conference Report form to appropriate leadership (form located in the ALSC Division Leadership Manual).

Midwinter Selection Meeting

- Prepares and distributes to committee members and ALSC Executive Director the final list of books nominated at least three weeks prior to the beginning of the Midwinter Meeting.
- Informs the committee members and the ALSC Executive Director immediately of late additions to the list of books under consideration so that the books may be read by

committee members and the ALSC office may pack them for delivery to the Midwinter Meeting (no later than one week prior to the beginning of the conference).

- Appoints committee secretary and tellers (December/January).
- Arranges in advance of the first committee meeting for all materials (books, ballots, name tents, tally sheets) to be available in the meeting room.
- Attends the ALA YMA Press Conference briefing (Friday, usually at 5 p.m.)
- Asks committee members to make recommendations regarding policies, practices, and procedures. Recommendations cover internal changes, changes in the working relation with ALSC staff and PIO, and/or matters requiring Board action (at end of MW Selection Meeting).
- Prepares or arranges for a committee member to prepare and submit the award press release, winning books, and other announcement articles for PIO by the designated deadline (Midwinter).
- Submits copies of the medal and honor books, committee tally sheets, and committee ballots to ALSC Executive Director immediately on conclusion of the committees' meetings (Midwinter).
- Notifies winners just prior to the start of the Press Conference.
- Poses for group photograph with the committee after phone calls and before the awards announcements.
- Attends ALA YMA Press Conference with committee members.
- Submits Post-Conference Report form, with committee's minutes, to appropriate leadership (form located in the ALSC Division Leadership Manual).

Between Midwinter and Annual Conference

- Sends letters of congratulations to award winner and honor book recipients.
- Sends "Thank You" letters to members and members' employers.
- Prepares and sends suggestions to the Chair of the next year's committee with copies to new Chair, President, Vice-President, Executive Director and Priority Group Consultant (February).
- Send the next Chair titles of any books with next year's copyright date that the committee has identified in its reading, and friendly suggestions about procedural matters.
- Prepares remarks for Newbery/Caldecott Banquet to introduce award winner and honor book recipients. Sends remarks to ALSC Executive Director prior to the Annual Conference so the PowerPoint can be prepared (early May).

- Sends all committee files to ALSC Executive Director (welcome and procedural emails, thank you letters, and copies of congratulatory letters to the medalist and honor book recipients).

Annual Conference

- Presents the medal to the author of the award winning book and certificates to Honor Book authors at the Newbery/Caldecott Banquet.

Committee Members

Wise selection of award winners requires complete participation of all members of the committee. Caldecott Award Committee members are responsible for:

- Have ready access to the major part of the current output of children's materials under consideration.
- 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.
- Prepare for committee service by: reading the background material, taking part in book discussions, speaking to community groups, faculty meetings, PTAs and individuals about currently published books and about the history of the awards, practice writing critical analyses of children's books structured around the terms and criteria.
- Each member has the responsibility to identify, obtain, and read eligible materials.
- Take full part in corresponding with the committee through the Chair.
- Develop a note-taking system.
- Submit suggestions and nominations by the designated deadlines.
- Encourage other ALSC members to submit their suggestions to the Chair.
- Bring the manual, pertinent communication, notes, and copies of assigned books to committee meetings.
- Work with local news media in publicizing the Newbery, Caldecott, Batchelder, Belpré, Geisel, Sibert, Odyssey and Carnegie Medals, and in appropriate years, the Wilder Awards.
- Contact the ALSC President, Committee Chair, Priority Group Consultant, and Executive Director if a situation arises that could reasonably lead to the appearance of a conflict of interest so that the potential conflict can be discussed.
- Maintain a high degree of confidentiality regarding the committee's discussions, both oral and written prior to, during, or following the selection of the award.

Midwinter Selection Meeting

- Joins the Chair to notify winners and their publishers (optional).
- Poses for group photograph of the committee after phone calls and before the awards announcements.
- Attends ALA YMA Press Conference with committee members.

Annual Conference- optional attendance

- Attends pre-banquet reception for award winners, ALSC Board, and honored guests.

Priority Group Consultant

A Priority Consultant from Priority Group V (Awards) is assigned to the committee to deal with questions from the Chair and the committee regarding procedure, personnel, and the eligibility of books.

The Priority Consultant works 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.

The Priority Group Consultant works with the Chair in deciding eligibility of books suggested or nominated

Committee members consult the Priority Consultant should there be unusual issues that the Chair cannot resolve, particularly issues regarding the Chair.

The Priority Group Consultant attends the committee meeting at the first Midwinter Meeting and Annual Conference (at request of Chair) to explain their role to the committee.

ALSC Staff

- Checks eligibility for membership of those nominated or appointed to committee. (Program Coordinator)
- Notifies persons elected to the committee. (May- ED and Prog Coord)
- On the president-elect's instructions, sends letters of invitation to persons invited to serve on the committee. (August- ED and Prog Coord)
- Emails manuals to committee members immediately after election or appointment. (June-November- Program Coord)
- Maintains a collection of all books suggested and nominated for the award. Loans these books, on request, to committee members (all year- Executive Director).
- Provides publishers with a committee roster. Posts roster on ALSC Web site. (immediately after first MW- Executive Director)
- Establishes meeting schedule to align with ALA Conference Services framework. (Executive Director)
- Assists with call for ALSC members-at-large to submit titles for consideration in ALSC publications and on ALSC Web site. (Communications Officer)

Midwinter Selection Meeting

- Provides one copy of each book to be considered (dependent on publisher's willingness to respond to request). Informs Chair of books that cannot be provided.
- Provides ballots and tally sheets (upon request).
- Requests that ALA Conference Services provide for a secured room for the committee meetings and informs Chair on how to obtain key or access to the room.
- Provides Chair with phone numbers for the winning authors.
- Works with PIO on arrangements for announcement: phoning winners, ALA YMA Press Conference, press release, distribution of press release in print and on ALSC Web site, etc. (Executive Director, Deputy Director, and Communications Officer)
- Work with President on the ALSC portion of the ALA YMA Press Conference. (Executive Director)
- Updates awards lists on the ALSC Web site. (Communications Officer)

After Midwinter Selection Meeting

- Sends letters of congratulation to winning authors and publishers with details about Banquet arrangements.
- Works with winners and their publishers regarding the acceptance speeches. (Executive Director)
- Works with Weston Woods regarding the taping of the speeches and with *Children and Libraries: The Journal of the Association for Library Service to Children* and *Horn Book Magazine* regarding publication of the speeches. (Executive Director and Communications Officer)
- Works with President on arrangements for the medal and certificate presentations and other related events. (Executive Director)
- Continues aiding PIO in publicizing the awards.
- Updates awards lists in new committee manuals. (Executive Director)
- Updates awards lists on ALSC Web site. (Communications Officer)
- Handles all ALSC office correspondence related to the awards—general and specific to this year. (Executive Director)
- Arranges for engraving of medal and preparation of honor book certificates. (Executive Director)
- Provides Chair with copies of former presentation speeches, deadline for presentation speeches, and information on Banquet procedures. (Executive Director)
- Contact the Melcher family and notify them of the winners. (Executive Director)

Annual Conference

- Brings medal and certificates to conference.
- Carries out responsibilities related to the Newbery/Caldecott/ (Wilder) Banquet and other events.
- Handles last minute problems related to banquet and other events.

ALSC Nominating Committee

- Nominates sixteen persons to run for eight committee memberships.

ALSC Membership

- Elects eight members of the committee.
- Suggests books for consideration.
- Promotes information and publicity regarding the award.

ALSC Board of Directors

- Regularly, or on request, reviews and reaffirms or changes the terms and procedures for award selection.
- Authorizes related social events (i.e. anniversary celebrations)

ALSC President

- Appoints six members of the committee and 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 announcement and presentation ceremonies.

PART IV: SAMPLES AND DOCUMENTS

ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN
RANDOLPH CALDECOTT MEDAL
Preliminary Nomination: Sample

I recommend to the committee for consideration for the Caldecott Medal the following three titles (not in preferential order):

Author: _____

Illustrator: _____

Title: _____

Publisher: _____

Annotation: _____

Author: _____

Illustrator: _____

Title: _____

Publisher: _____

Annotation: _____

Author: _____

Illustrator: _____

Title: _____

Publisher: _____

Annotation: _____

Signature

Please state your reasons for nominating these books, including references to artistic technique mentioned in the criteria for the award.

Please return this ballot by October XX, 20XX to:
(Chair's Name and Address)

RANDOLPH CALDECOTT MEDAL
Second Preliminary Nomination: Sample

I recommend to the committee for consideration for the Caldecott Medal the following two titles (not in preferential order):

Author: _____

Illustrator: _____

Title: _____

Publisher: _____

Annotation: _____

Author: _____

Illustrator: _____

Title: _____

Publisher: _____

Annotation: _____

Author: _____

Illustrator: _____

Title: _____

Publisher: _____

Annotation: _____

Signature

Please state your reasons for nominating these books, including references to artistic technique mentioned in the criteria for the award.

Please return this ballot by November XX, 20XX to:

(Chair's Name and Address)

Note: You may nominate books that others nominated on the first ballot, but do not re-nominate your own first ballot choices.

RANDOLPH CALDECOTT MEDAL
Third Preliminary Nomination: Sample

I recommend to the committee for consideration for the Caldecott Medal the following two titles (not in preferential order):

Author: _____

Illustrator: _____

Title: _____

Publisher: _____

Annotation: _____

Author: _____

Illustrator: _____

Title: _____

Publisher: _____

Annotation: _____

Author: _____

Illustrator: _____

Title: _____

Publisher: _____

Annotation: _____

Signature

Please state your reasons for nominating these books, including references to artistic technique mentioned in the criteria for the award.

Please return this ballot by December XX, 20XX to:

(Chair's Name and Address)

Note: You may nominate books that others nominated on the first ballot, but do not re-nominate your own first ballot choices.

RANDOLPH CALDECOTT MEDAL

Selection Ballot: Sample

SELECTION BALLOT

Ballot, Number _____

First Choice: _____

Second Choice: _____

Third Choice: _____

RANDOLPH CALDECOTT MEDAL
Employer/Supervisor Information: Sample

Please supply the employer/supervisor information to a letter can be sent to your employer/supervisor regarding your participation on the Caldecott Award Committee. You may list as many names as you like.

Your name

Supervisor's Name: _____

Supervisor's Title: _____

Name of Institution: _____

Mailing Address: _____

Supervisor's Name: _____

Supervisor's Title: _____

Name of Institution: _____

Mailing Address: _____

RANDOLPH CALDECOTT MEDAL
Letter to Employer/Supervisor #1: Sample

April 1, 2000

Dear _____,

Please accept our congratulations and gratitude for your support of _____ during her term on the Association for Library Service to Children's Caldecott Award Committee.

This is an especially exciting assignment. The Caldecott Medal is widely considered to be one of the most prestigious awards in children's literature, and books selected by the committee will become part of the canon of distinguished children's books for years to come. As part of this committee, _____ will help to select the most distinguished American picture book, and perhaps additional honor books.

Well over 5000 trade books are published for children each year. In accepting an appointment, each committee member has made a professional commitment to be involved in an intense and time-consuming process: reading, evaluating, discussing, and ultimately selecting the year's most distinguished book for children. Needless to say, already well-practiced reviewing and evaluative skills will be further honed and heightened.

In July our committee will meet during the ALA Annual Conference in Chicago. We will meet to make our selections in January 2001 in Washington, D.C. The award presentation will be at the Newbery/Caldecott/Wilder Banquet in San Francisco in June 2001.

Thank you again for your support during this selection process.

Sincerely,

Chair, 2001 Caldecott Award Committee

RANDOLPH CALDECOTT MEDAL
Letter to Employer/Supervisor #2: Sample

March 3, 2001

Dear _____,

Please accept our congratulations and gratitude for your support of _____ during her term on the 2001 Caldecott Award Committee. As you probably know, the award is administered by the Association for Library Service to Children, a division of the American Library Association.

For your information, the winners, announced in January, are as follows:

Winner:

SO YOU WANT TO BE PRESIDENT? Illustrated by David Small, written by Judith St. George (Philomel Books.)

In addition, there are four honor books.

CASEY AT THE BAT Illustrated by Christopher Bing, written by Ernest Lawrence Thayer (Handprint Books)

CLICK, CLACK, MOO: COWS THAT TYPE Illustrated by Betsy Lewin, written by Doreen Cronin (Simon & Schuster)

OLIVIA Illustrated and written by Ian Falconer.

This was an exciting assignment. Well over 5000 trade books are published for children each year. It is an enormous professional commitment to be involved in the intense and time-consuming selection process: reading, evaluating, discussing, and selecting the year's most distinguished picture books.

The Caldecott Award Committee met in July at the ALA Annual Conference in Chicago. We met in Washington, D.C. in January to make our selections. The awards will be presented at the Newbery/Caldecott/Wilder Banquet in San Francisco in June 2001.

On behalf of ALSC I thank you for your support during this exciting year. _____ was instrumental in maintaining the distinguished traditions of the Caldecott Award.

Thank you again for your support of _____ and the Randolph Caldecott Medal.

Sincerely,

Chair, 2001 Caldecott Award Committee

RANDOLPH CALDECOTT MEDAL

News Release Form: Sample

Committee members sometimes notify employers/supervisors about their work on the Caldecott Award Committee independently. Also, they often notify local newspapers, professional organizations, and/or their own alumni organizations independently or through library public relations departments. The resulting notice underscores individual participation as well as the work of ALSC and ALA. Below is a sample news release form:

From: _____

FOR IMMEDIATE RELEASE

(your name and position) is named to position in National Library Group

(Your name) will serve as (position—member or chair) on the Randolph Caldecott Award Committee. The committee is charged with selecting annually the most distinguished American picture book. Honor books may be named. The Caldecott Award Committee operates under the direction of the Association for Library Service to Children, a division of the American Library Association.

Include a brief statement of your professional responsibilities/activities:

The American Library Association serves as a voice of America's libraries and the people who depend on them. ALA promotes the highest quality library and information services and protects public access to information. There are nearly 64,000 members worldwide. It is the oldest and largest library association in the world with members and academic, public, school, government, and special libraries.

The Association for Library Service to Children is concerned with:

- the evaluation of library materials for children;
- improving and expanding library services for children and those who work with them in all library settings;
- advocating the rights of children within and beyond libraries;
- supporting the professional development of members;
- supporting research and study in these areas.

RANDOLPH CALDECOTT MEDAL

Award Announcement/Call for Suggestions: Sample

The Chair calls on ALSC members to submit titles for consideration by the committee. The Chair posts an announcement on the ALSC-L electronic discussion list several times during the year and arranges for an announcement in the *ALSCConnect* newsletter. The Chair may also solicit suggestions from other electronic discussion lists having to do with children's literature.

Input Wanted: The ALSC/Randolph Caldecott Medal

The 2013 Caldecott Award Committee is asking the ALSC membership to submit titles for consideration. The Caldecott Award is presented annually to the illustrator of the most distinguished American picture book for children published during the preceding year. Honor books may be named.

"Distinguished" is defined as:

- marked by eminence and distinction: noted for significant achievement
- marked by excellence in quality
- marked by conspicuous excellence or eminence
- individually distinct

The award will be announced at the press conference during the ALA Midwinter Meeting to be held in [Place, Year]. The award will be presented at the Newbery/Caldecott/Wilder Banquet during the ALA Annual Conference to be held in [Place, Year].

The 2013 Caldecott Committee calls on ALSC personal members to submit titles for consideration. Please remember: Only books from the 2012 publishing year are under consideration for the award. Also, please note that publishers, authors, illustrators, or editors may not nominate their own titles.

Please send suggestions to _____ at _____.
Chair's name Email address

Sample Newbery/Caldecott Press Release

For Immediate Release
Mon, 01/23/2012 - 09:19
Contact: [Macey Morales](#)
ALSC , Public Information Office (PIO)

DALLAS- Jack Gantos, author of “Dead End in Norvelt,” and Chris Raschka, illustrator of “A Ball for Daisy” are the 2012 winners of the John Newbery and Randolph Caldecott Medals, the most prestigious awards in children’s literature.

Jack Gantos and Chris Raschka were among the award winners announced January 23, by the Association for Library Service to Children (ALSC), a division of the American Library Association (ALA), during the ALA Midwinter Meeting in Dallas, Jan. 20 - 24. The Newbery and Caldecott Medals honor outstanding writing and illustration of works published in the United States during the previous year. The 2012 Newbery Medal for the most distinguished contribution to children’s literature went to Jack Gantos for “Dead End in Norvelt,” published by Farrar Straus Giroux. The importance of history and reading (so you don’t do the same “stupid stuff” again) is at the heart of this achingly funny romp through a dying New Deal town. While mopping up epic nose bleeds, Jack narrates this screw-ball mystery in an endearing and believable voice.

“Who knew obituaries and old lady death could be this funny and this tender?” said Newbery Medal Committee Chair Viki Ash.

Jack Gantos, born in 1951 in Mount Pleasant, Pa., earned both a BFA (1976) and an MA (1984) from Emerson College. Now living in Boston, Gantos has received numerous awards including a 2001 Newbery Honor for “Joey Pigza Loses Control,” and 2003 Printz and Sibert Honors for “Hole in My Life.” The 2012 Caldecott Medal for the most distinguished picture book is awarded to Chris Raschka for “A Ball for Daisy,” written and illustrated by Chris Raschka and published by Schwartz & Wade Books, an imprint of Random House Children’s Books, a division of Random House, Inc. In a wordless book with huge children’s appeal, Chris Raschka gives us the story of an irrepressible little dog whose most prized possession is accidentally destroyed. With brilliant economy of line and color, Raschka captures Daisy’s total (yet temporary) devastation. A buoyant tale of loss, recovery and friendship.

“Chris Raschka’s deceptively simple paintings of watercolor, gouache and ink explore universal themes of love and loss that permit thousands of possible variants,” said Caldecott Medal Committee Chair Steven L. Herb. ‘A Ball for Daisy’ holds as many unique stories as there will be young readers and re-readers.

A writer, artist and musician, Chris Raschka has more than 40 children’s books to his credit. Accolades for his work include 1994 Caldecott honor recognition for “Yo! Yes?” and a Caldecott Medal win in 2006 for “The Hello, Goodbye Window,” written by Norton Juster. He lives with his family in New York City.

Two Newbery Honor Books were named:

“Inside Out & Back Again,” written by Thanhha Lai and published by HarperCollins Children’s Books, a division of HarperCollins Publishers. Hà and her family flee war-torn Vietnam for the American South. In spare yet vivid verse, she chronicles her year-long struggle to find her place in a new and shifting world.

“Breaking Stalin’s Nose,” written and illustrated by Eugene Yelchin and published by Henry Holt and Company, LLC. On the eve of his induction into the Young Pioneers, Sasha’s world is overturned when

his father is arrested by Stalin's guard. Yelchin deftly crafts a stark and compelling story of a child's lost idealism.

Three Caldecott Honor Books were named:

"Blackout," written and illustrated by John Rocco and published by Disney · Hyperion Books, an imprint of Disney Book Group. A summer's power outage draws an urban family up to their building's roof and then down to the street for an impromptu block party. Rocco illuminates details and characters with a playful use of light and shadow in his cartoon-style illustrations. He delivers a terrific camaraderie-filled adventure that continues even when the electricity returns.

"Grandpa Green," written and illustrated by Lane Smith and published by Roaring Brook Press, a division of Holtzbrinck Publishing Holdings Limited Partnership. Elaborate topiary sculptures give visual form to memories in a wildly fanciful garden tended by a child and his beloved great-grandfather. Using an inspired palate, Lane Smith invites readers to tour a green lifetime of meaningful moments.

"Me ... Jane," written and illustrated by Patrick McDonnell and published by Little, Brown and Company, a division of Hachette Book Group, Inc. Watching the birds and squirrels in her yard, a young girl discovers the joy and wonder of nature. In delicate and precise India ink and watercolor, McDonnell depicts the awakening of a scientific spirit. A perceptive glimpse of the childhood of renowned primatologist Jane Goodall.

Members of the 2012 Newbery Medal Selection Committee are: Chair Viki Ash, San Antonio Public Library; Laura Amos, Norfolk (Va.) Collegiate School; Timothy D. Capehart, Dayton Metro Library (Ohio); Mary Clark, Greenwich (Conn.) Country Day School; Stacy Dillon, LREI, New York; Naphtali Faris, Missouri State Library, Jefferson City; Peter Howard, Louisville (Ky.) Free Public Library; Andy Howe, Simms Library, Albuquerque (N.M.) Academy; Maeve Visser Knoth, San Mateo (Calif.) County Library; Angelique Kopa, Harford County Public Library, Belcamp, Md.; Renee C. McGrath, Nassau Library System, Uniondale, N.Y.; Mary Michell, Skokie (Ill.) Public Library; Andrea R. Milano, Multnomah County Library, Hollywood Branch; Portland, Ore.; Lynn M. Rutan; Holland, Mich.; and Amanda J. Williams, Austin (Texas) Public Library.

Members of the 2012 Caldecott Medal Selection Committee are: Chair Steven L. Herb, Pennsylvania State University, Paterno Library, University Park; Pabby Arnold, East Baton Rouge (La.) Parish Library; Christine D. Caputo, Free Library of Philadelphia; Tony A. Carmack, Loudoun County (Va.) Public Library; Peg W. Cizek, Northbrook (Ill.) Public Library; Patricia A. Clingman, Dayton Metro Library, Kettering, Ohio; Betsy Crone, Guilford County Schools, Greensboro, N.C.; Ellen G. Fader, Multnomah County Library, Portland, Ore.; Michele Farley, Indianapolis, Indiana; Cathryn M. Mercier, Simmons College, Boston; John E. Peters, Bronx, N.Y.; Deanna Romriell, Salt Lake City Public Library; April Roy, Kansas City (Mo.) Public Library; Allison Santos, Princeton (N.J.) Public Library; and Luann Toth, *School Library Journal*, New York.

ALSC 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 their Web site at www.ala.org/alsc.

For information on the John Newbery and Randolph Caldecott Medals and other ALA Youth Media Awards, please visit www.ala.org/yma.

**CONTRACT WITH F. G. MELCHER
ON
THE JOHN NEWBERY MEDAL**

Established in 1921 as an annual award for “the most distinguished contribution to American Literature for children.”

Donor: Frederic G. Melcher of New York
Sculptor: Rene Chambellan of New York
Awarded by: The Children’s Librarians Section of the American Library Association or the specialists in children’s work in the American Library Association, under whatever name they may be organized.

The Medal: The donor agrees to have struck each year at his expense one bronze medal from the dies, and to have this engraved with the winner’s name and the year covered by the award, and to place it in a case ready for presentation by the librarians, and deliver it to the responsible authorities in the Library Association at a time designated by them. Or his heirs will undertake to do the same. The steel dies are at this date (November, 1922) deposited for safe-keeping with the Medallic Art Company, 137 East 29th Street, New York City, and may be taken from there, according to instructions filed with them, by the donor or by executive head of the American Library Association. The original sculpture remains with the donor for appropriate disposition.

The Recipient of the Award: The medal is to be awarded annually to the author of the “most distinguished contribution to American Literature for children,” the award being made to cover books whose publication in book form falls in the calendar year last elapsed. The award is restricted to authors who are citizens or residents of the United States. Reprints and compilations are not eligible for consideration. There are no limitations as to the character of the book considered except that it be original work. It need not be written solely for children, the judgment of the librarians voting shall decide whether a book be a “contribution to the literature for children.” The award considers only the books of one calendar year and does not pass judgment on an author’s previous work or other work during that year outside the volume that may be named.

The Method of Award: The donor agrees to leave the methods and practice of selecting each annual winner of the John Newbery Medal entirely to the American Library Association, whose president shall have power to delegate each year the responsibility for all details to the officers of a subsidiary group in the Association. It is the thought of the donor that the decision should be made by votes of such members of the American Library Association as are especially connected with the work with children and young people. If the award be announced at the annual meeting of the American Library Association, the month between January first and that date will be available for process of election. It may be possible to have the author present at the annual conference to receive the award then first announced; otherwise the name might be there announced and proper delegate appointed to deliver same.

Possible Termination of Arrangement: The American Library Association may terminate its agreement to serve as the awarding body by two-thirds vote of its Executive Board. Such decision to be communicated to the donor before October 1 of a year. The donor or heirs may terminate the agreement by three years’ notice to the American Library Association or may endow the award with funds sufficient to cover costs of striking, engraving and case, leaving the medal thereafter entirely in the hands of the American Library Association.

The Purpose of the John Newbery Medal: To encourage original and creative work in the field of books for children. To emphasize to the public that contributions to the literature for children deserve similar recognition to poetry, plays or novels. To give to those librarians, who make it their life work to serve children's reading interests, an opportunity to encourage good writing in this field.

June 25, 1937

To the Executive Board

The first set of resolutions passed by the Section for Library Work with Children reads as follows:

BE IT RESOLVED: That the Picture Book Medal offered by Mr. Frederic G. Melcher be accepted. The name of this medal shall be the Caldecott Medal. This medal shall be awarded to the artist of the most distinguished American Picture Book for Children published in the United States during the preceding year. The award shall go to the artist, who must be a citizen or resident of the United States, whether or not he be the author of the text. Members of the Newbery Medal Committee will serve as judges. If a book of the year is nominated for both the Newbery and the Caldecott awards, the committee shall decide under which heading it shall be voted upon, so that the same title shall not be considered on both ballots.

The second set of resolutions passed by the Section for Library Work with Children reads as follows:

BE IT RESOLVED: that the School Libraries Section be invited to take part in the Newbery and Caldecott awards.

BE IT FURTHER RESOLVED: That the Chairman of the School Libraries Section and for school librarians designated by the Section be given votes for the Newbery and Caldecott Awards and that these five persons be added to the Newbery Medal Committee.

(signed) Ruth Giles
Secretary
Section for Library Work with Children

Caldecott Medal Winners, 1938-present

- **2012: *A Ball for Daisy***, by Chris Raschka (Schwartz & Wade Books, an imprint of Random House Children's Books, a division of Random House, Inc.)
- **2011: *A Sick Day for Amos McGee***, illustrated by Erin E. Stead; text: Philip C Stead (A Neal Porter Book, published by Roaring Brook Press, a division of Holtzbrinck Publishing)
- **2010: *The Lion & the Mouse*** by Jerry Pinkney (Little, Brown & Company)
- **2009: *The House in the Night*** by Beth Krommes; text: Susan Marie Swanson (Houghton Mifflin Company)
- **2008: *The Invention of Hugo Cabret*** by Brian Selznick (Scholastic Press, an imprint of Scholastic)
- **2007: *Flotsam*** by David Wiesner (Clarion)
- **2006: *The Hello, Goodbye Window***, illustrated by Chris Raschka; text: Norton Juster (Michael di Capua Books/Hyperion Books for Children)
- **2005: *Kitten's First Full Moon*** by Kevin Henkes (Greenwillow Books/HarperCollins Publishers)
- **2004: *The Man Who Walked Between the Towers*** by Mordicai Gerstein (Roaring Brook Press/Millbrook Press)
- **2003: *My Friend Rabbit*** by Eric Rohmann (Roaring Brook Press/Millbrook Press)
- **2002: *The Three Pigs*** by David Wiesner (Clarion/Houghton Mifflin)
- **2001: *So You Want to Be President?*** illustrated by David Small; text by Judith St. George (Philomel Books)
- **2000: *Joseph Had a Little Overcoat***, Simms Taback (Viking)
- **1999: *Snowflake Bentley***, Illustrated by Mary Azarian; text by Jacqueline Briggs Martin (Houghton)
- **1998: *Rapunzel*** by Paul O. Zelinsky (Dutton)
- **1997: *Golem*** by David Wisniewski (Clarion)
- **1996: *Officer Buckle and Gloria*** by Peggy Rathmann (**Putnam**)
- **1995: *Smoky Night***, illustrated by David Diaz; text: Eve Bunting (**Harcourt**)
- **1994: *Grandfather's Journey*** by Allen Say; text: edited by Walter Lorraine (Houghton)
- **1993: *Mirette on the High Wire*** by Emily Arnold McCully (Putnam)
- **1992: *Tuesday*** by David Wiesner (Clarion Books)
- **1991: *Black and White*** by David Macaulay (Houghton)
- **1990: *Lon Po Po: A Red-Riding Hood Story from China*** by Ed Young (Philomel)
- **1989: *Song and Dance Man***, illustrated by Stephen Gammell; text: Karen Ackerman (Knopf)
- **1988: *Owl Moon***, illustrated by John Schoenherr; text: Jane Yolen (Philomel)
- **1987: *Hey, Al***, illustrated by Richard Egielski; text: Arthur Yorinks (Farrar)
- **1986: *The Polar Express*** by Chris Van Allsburg (Houghton)
- **1985: *Saint George and the Dragon***, illustrated by Trina Schart Hyman; text: retold by Margaret Hodges (Little, Brown)
- **1984: *The Glorious Flight: Across the Channel with Louis Bleriot*** by Alice & Martin Provensen (Viking)
- **1983: *Shadow***, translated and illustrated by Marcia Brown; original text in French: Blaise Cendrars (Scribner)
- **1982: *Jumanji*** by Chris Van Allsburg (Houghton)
- **1981: *Fables*** by Arnold Lobel (Harper)
- **1980: *Ox-Cart Man***, illustrated by Barbara Cooney; text: Donald Hall (Viking)
- **1979: *The Girl Who Loved Wild Horses*** by Paul Goble (Bradbury)
- **1978: *Noah's Ark*** by Peter Spier (Doubleday)
- **1977: *Ashanti to Zulu: African Traditions***, illustrated by Leo & Diane Dillon; text: Margaret Musgrove (Dial)
- **1976: *Why Mosquitoes Buzz in People's Ears***, illustrated by Leo & Diane Dillon; text: retold by Verna Aardema (Dial)

- **1975: *Arrow to the Sun*** by Gerald McDermott (Viking)
- **1974: *Duffy and the Devil***, illustrated by Margot Zemach; retold by Harve Zemach (Farrar)
- **1973: *The Funny Little Woman***, illustrated by Blair Lent; text: retold by Arlene Mosel (Dutton)
- **1972: *One Fine Day***, retold and illustrated by Nonny Hogrogian (Macmillan)
- **1971: *A Story A Story***, retold and illustrated by Gail E. Haley (Atheneum)
- **1970: *Sylvester and the Magic Pebble*** by William Steig (Windmill Books)
- **1969: *The Fool of the World and the Flying Ship***, illustrated by Uri Shulevitz; text: retold by Arthur Ransome (Farrar)
- **1968: *Drummer Hoff***, illustrated by Ed Emberley; text: adapted by Barbara Emberley (Prentice-Hall)
- **1967: *Sam, Bangs & Moonshine*** by Evaline Ness (Holt)
- **1966: *Always Room for One More***, illustrated by Nonny Hogrogian; text: Sorche Nic Leodhas, pseud. [Leclair Alger] (Holt)
- **1965: *May I Bring a Friend?*** illustrated by Beni Montresor; text: Beatrice Schenk de Regniers (Atheneum)
- **1964: *Where the Wild Things Are*** by Maurice Sendak (Harper)
- **1963: *The Snowy Day*** by Ezra Jack Keats (Viking)
- **1962: *Once a Mouse***, retold and illustrated by Marcia Brown (Scribner)
- **1961: *Baboushka and the Three Kings***, illustrated by Nicolas Sidjakov; text: Ruth Robbins (Parnassus)
- **1960: *Nine Days to Christmas***, illustrated by Marie Hall Ets; text: Marie Hall Ets and Aurora Labastida (Viking)
- **1959: *Chanticleer and the Fox***, illustrated by Barbara Cooney; text: adapted from Chaucer's Canterbury Tales by Barbara Cooney (Crowell)
- **1958: *Time of Wonder*** by Robert McCloskey (Viking)
- **1957: *A Tree Is Nice***, illustrated by Marc Simont; text: Janice Udry (Harper)
- **1956: *Frog Went A-Courtin'***, illustrated by Feodor Rojankovsky; text: retold by John Langstaff (Harcourt)
- **1955: *Cinderella, or the Little Glass Slipper***, illustrated by Marcia Brown; text: translated from Charles Perrault by Marcia Brown (Scribner)
- **1954: *Madeline's Rescue*** by Ludwig Bemelmans (Viking)
- **1953: *The Biggest Bear*** by Lynd Ward (Houghton)
- **1952: *Finders Keepers***, illustrated by Nicolas, pseud. (Nicholas Mordvinoff); text: Will, pseud. [William Lipkind] (Harcourt)
- **1951: *The Egg Tree*** by Katherine Milhous (Scribner)
- **1950: *Song of the Swallows*** by Leo Politi (Scribner)
- **1949: *The Big Snow*** by Berta & Elmer Hader (Macmillan)
- **1948: *White Snow, Bright Snow***, illustrated by Roger Duvoisin; text: Alvin Tresselt (Lothrop)
- **1947: *The Little Island***, illustrated by Leonard Weisgard; text: Golden MacDonald, pseud. [Margaret Wise Brown] (Doubleday)
- **1946: *The Rooster Crows*** by Maude & Miska Petersham (Macmillan)
- **1945: *Prayer for a Child***, illustrated by Elizabeth Orton Jones; text: Rachel Field (Macmillan)
- **1944: *Many Moons***, illustrated by Louis Slobodkin; text: James Thurber (Harcourt)
- **1943: *The Little House*** by Virginia Lee Burton (Houghton)
- **1942: *Make Way for Ducklings*** by Robert McCloskey (Viking)
- **1941: *They Were Strong and Good***, by Robert Lawson (Viking)
- **1940: *Abraham Lincoln*** by Ingri & Edgar Parin d'Aulaire (Doubleday)
- **1939: *Mei Li*** by Thomas Handforth (Doubleday)
- **1938: *Animals of the Bible, A Picture Book***, illustrated by Dorothy P. Lathrop; text: selected by Helen Dean Fish (Lippincott)

APPENDIX: EXPANDED DEFINITIONS & EXAMPLES

EXPANDED DEFINITIONS & EXAMPLES

I. PUBLICATION ELIGIBILITY ISSUES

(A) SIMULTANEOUS

SIMULTANEOUS - means "at the same time." For purposes of these awards, "published simultaneously" means that a book was first published in the United States within the same calendar year that it was first published in any other country, whether or not the actual dates of publication are identical.

Example:

How I Live Now, by Meg Rosoff, was published in 2004 by Wendy Lamb/Random House, and "simultaneously" published in Great Britain. It was explained by the editor, Wendy Lamb, that the book had been jointly acquired by the U.S. and British publishers; that editorial work had, from the beginning, been a joint process by the two editors; and that every effort had been made to be sure that the two editions were, literally, simultaneous. However, certain procedures specific to each publisher were impossible to manipulate (such as Tuesday always being publication day in the U.S. while the British publication day was always Thursday for these publishers). For this reason, the British edition was actually released a few days—but only a few days—before the U.S. edition. The book was ruled eligible with regard to date.

Note: This example does not address other issues, such as the age level of *How I Live Now*, nor the fact that Rosoff is a resident of the U.K. and it is unknown, at this writing, whether she has maintained her U.S. citizenship.

(B) FIRST PUBLISHED IN THE UNITED STATES

FIRST PUBLISHED IN THE UNITED STATES - means that the acquisition of the book and the editorial work were done by a publisher with editorial offices in the United States that publishes books under U.S. publishing conventions for a United States market. A book may be eligible if published "simultaneously" (see above) in another country, provided the acquisition and editorial work were done jointly or originated in the U.S.

Examples:

1. As in the example above, Rosoff's *How I Live Now* was considered eligible because the editorial work was done JOINTLY. Had the editorial work been done only by the British editor, the book would have been ineligible.
2. Numerous books have been declared ineligible because their publishers, although they have an "office" somewhere in the US, actually do the editorial work in another country. See below.

(C) U.S PUBLISHER / AMERICAN PUBLISHER

U.S. PUBLISHER and AMERICAN PUBLISHER - are used synonymously to mean a publisher with editorial offices in the United States. Publishers who maintain warehouse or distribution facilities in the U.S. but whose primary editorial offices are in other countries are specifically excluded.

(D) PUBLISHED

PUBLISHED - means prepared and issued for public sale. This includes the acquisition, editorial work and release of a book and may (or may not) also include marketing and promotion.

Example:

Eragon, by Christopher Paolini, was originally self-published by Paolini International, Livingston, Montana, in 2002. Subsequently, in 2003, it was published by Random House. Because the first edition had been sold locally and distributed by the author, the Random House edition was ineligible.

The same would have been true had the original publication been by any smaller publisher, rather than by the author.

(E) PUBLICATION DATE

The intent is that every eligible book be considered, but no book be considered in more than one year.

Publication dates may initially be determined from the book itself; from the publisher's Web site, or from such sources as the Library of Congress online catalog at <http://catalog.loc.gov> or Amazon at <http://www.amazon.com>.

Verification of publication dates, in cases where there is a question, should be done by the Chair or Priority Consultant, NOT individual committee members, with the assistance of ALSC staff if needed.

Examples:

A book with a copyright date of 2009 was actually put on sale and shipped by its publisher earlier than planned in late December 2008 due to year-end warehousing/inventory issues. It is eligible in 2009 for the 2010 awards.

Text and illustrations from *The Year of the Rat* by Grace Lin were copyrighted in 2007, but the title page of the book lists "First edition: January 2008." It is eligible in 2008 for the 2009 awards.

(F) DISTRIBUTED

DISTRIBUTED - means transmitted from the publisher to the wholesale or retail seller and may (or may not) also include marketing and promotion.

Example: Publishers Group West distributes the books of many small publishers (Children's Book Press, Lee and Low, Island Press and others).

(G) EDITORIAL WORK

EDITORIAL WORK - means the negotiation process between author or illustrator and editor that leads from initial manuscript to finished book. It may include conversations, correspondence, written instructions, markings on drafts, or other communication about the book.

Example:

In the Rosoff example above, the editors worked with the author to shape the original manuscript, correct errors, etc. The two editors also held conversations with the author about the best choice of words to make the book equally readable in both countries.

Additional examples from one of the great editors of children's books may be found in the wonderful correspondence collected by Leonard Marcus in *Dear Genius: The Letters of Ursula Nordstrom* (HarperCollins, 1998).

(H) EDITORIAL OFFICE

EDITORIAL OFFICE - means the place where "editorial work" is officially done. While it is recognized that many editors work at home, in transit, and in locations other than "offices," the location of the Editorial Office refers to the business address at which such work originates. Secondary or subsidiary offices are specifically excluded.

"Editorial work" (see above) specifically refers to the process of refining the manuscript from its original draft or proposal to its finished form. An office that acquires the original manuscript or distributes the completed book is not considered an "editorial office" unless the work of editing is also done there.

Example: Several Canadian publishers have maintained offices in the state of New York and elsewhere in the United States to facilitate their interactions with U.S. writers and illustrators while performing editorial work at their Canadian headquarters. These publishers, while they have U.S. offices, are not considered U.S. publishers for purposes of these awards.

(I) AMERICAN LITERATURE FOR CHILDREN

AMERICAN LITERATURE FOR CHILDREN - means books published in the United States for children up to and including age 14. "American Literature," in this sense, refers to the origin of the book, and not to the time or location where the action takes place. Nor does it refer to the characters or actions within the book.

II. BOOK ELIGIBILITY ISSUES

(A) ORIGINAL WORK

The intent is to insure that a book is a NEW creation, and not a re-creation from some other work. This does not mean that some minor portion of the work cannot have appeared elsewhere. It does mean, however, that no significant part of the book under consideration was originally part of another work.

Not all cases are clear-cut, and each committee must make its own judgments about originality. Where consensus is not easily reached, the Chair should discuss the issue with the Priority Consultant, who may also consult the President, the Executive Director, the Board, or previous chairs.

Examples:

Bread and Jam for Frances and *A Baby Sister for Frances*, published in 1964 with illustrations by Lillian Hoban, were republished in "newly illustrated" editions in 1993. Although color had been added, the characters in and composition of the scenes were substantially the same. The illustrations were therefore ineligible.

Joseph Had a Little Overcoat, by Simms Taback (1999), had been published in a 1977 edition also illustrated by Taback. The new edition was considered eligible for the 2000 Caldecott award because the illustrations were entirely new.

Brian Selznick's *The Invention of Hugo Cabret: a novel in words and pictures* contains visual quotations from the films of French cinematographer Georges Méliès. As with quotations in a book review, these are a minor portion of the illustrations and the book was considered eligible. Other illustrators - for example, Jon Agee in *The Incredible Painting of Felix Clousseau* - have used such visual quotations from external sources.

The 1992 Caldecott Honor book *Tar Beach*, by Faith Ringgold, was preceded by an exhibition of the artist's pictorial quilts on the same subject. The book, in which the illustrations are paintings and the story is told in words, was considered a different entity, created for children and separate from the original pictorial quilts.

1. A book first published in electronic format (e-book) and subsequently published as a hardcover or paperback book is not eligible.

(B) IN ENGLISH

IN ENGLISH - means that the committee considers only books written and published in English. This requirement DOES NOT limit the use of words or phrases in another language where appropriate in context. Bilingual books may be considered and the committee should, if necessary, request that the non-English text be read by a native-speaker of that language to determine whether there are flaws that detract from the book's excellence or that would limit its acceptance by readers in the second language. Care must be taken, when approaching outside readers, not to imply the book is "under consideration" by the committee. This should be done ONLY by the chair, not individual committee members. Outside readers may be told only that the book is "eligible," and should be approached as early in the year as possible, to avoid the impression that the book appears on the discussion list. As stated in the terms and criteria, all eligible books are to be considered.

Examples:

The German author Cornelia Funke lived in California during the time she was writing one of the books in her Inkworld trilogy. Had the book been written in English, it might have been eligible for consideration based on her residency. However, because it was first written in German, it was not eligible.

Sequoyah: The Cherokee Man Who Gave His People Writing by James Rumford features Cherokee text alongside the English text. The book would be eligible, with the understanding that only the English text would be considered for the award, and with the suggestion the committee seeks out the opinion of someone able to read Cherokee.

(C) CHILDREN'S BOOK

CHILDREN'S BOOK - means a book for which children, up to and including age 14, are an intended and potential audience. Books for this entire age range are to be considered. ALSC awards (with the exception of the Geisel award for books for beginning readers) are given to "children," defined as "persons of ages up to and including fourteen."

Example:

The Wall: Growing Up Behind the Iron Curtain by Peter Sís, was a Caldecott Honor Book in 2008, despite the older age range of its intended audience.

In some instances, award-winning books have been criticized for exceeding the upper age limit of fourteen.

If a book is challenging, and suitable for 13-14-year-olds but not for younger readers, is it eligible? Yes; but it can be given an award only if it does what it sets out to do as well as or better than other, younger books that are also eligible. Questions for committees to consider include these:

- * Is there any 14-year-old for whom this book is suitable?
- * If so, is it distinguished enough to be considered?
- * If so, exactly what 14-year-olds would respond to it, and why?

A book may be considered even though it appeals to a fairly small part of the age range if the committee feels that

* it is so distinguished that everyone of that age should know the book;

or

* it is so distinguished, in so many ways, that it deserves recognition for the excellence it provides to a small but unique readership;

or

* it is exceptionally fine for the narrow part of the range to which it appeals, even though it may be eligible for other awards outside this range.

(D) BOOK

BOOK - means that the work was published in book format (pages between covers). Electronic books (e-books) and technological additions (including, but not limited to, CDs, DVDs, or accompanying websites) are specifically excluded from consideration of the book itself. A book published only in electronic format (e-book) is not eligible.

Example:

A picture-book version of Prokofiev's *Peter and the Wolf* with accompanying CD of a New York Philharmonic performance of the work may be considered, but ONLY the book itself is considered for the award. If the book should win, the citation should point out that although a CD is included with the book, the committee considered, and the award is given to, the book only (or, in this case, the illustrator).

III. AUTHOR/ILLUSTRATOR ELIGIBILITY ISSUES

(A) RESIDENT

RESIDENT - means 1) that the author or illustrator has established and maintains residence in the United States, U.S. territory, or U.S. commonwealth, as distinct from being a casual or occasional visitor.

Or 2) that the author/illustrator meets one of the following criteria:

a) The author/illustrator, a citizen of another country, holds a "green card" and is a Permanent Resident Alien.

b) The author/illustrator lives for at least 6 months EVERY year in the United States, regardless of where the book was actually written.

c) A resident is also an individual whose permanent home is in the US but who is outside of the US for a

temporary purpose. For example, an individual goes on vacation in another country or works there temporarily. The individual still maintains residency in the US and intends to return.

Examples:

A Polish author who had obtained a "green card" and had lived in Brooklyn, NY, for many years decided, when her home was being renovated, to spend a year in Poland with relatives before returning to Brooklyn. She was considered eligible during this period, even though she was temporarily living abroad, because she had established Permanent Resident status.

The British author Susan Cooper lived for many years in the Boston area, though she traveled widely and returned to Britain at times. She was considered eligible.

(B) CITIZEN

CITIZEN - means that the author/illustrator is considered by the government of the United States to be a U.S. Citizen, whether by birth or naturalization. This definition shall apply even if the author or illustrator obtains citizenship during the year in which a book is being considered.