



**The
Coretta Scott King
Virginia Hamilton
Award for Lifetime Achievement**

Jury Manual

June 2016

**Coretta Scott King Books Awards
Committee**

**Ethnic and Multicultural Information Exchange
Roundtable**

American Library Association

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The Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement

Virginia Hamilton



Born in Yellow Springs, Ohio, in 1936, Virginia Hamilton was a pioneering and innovative voice in the creation of books for children and young adults. Her distinguished and notable books feature American people of African descent. Ms. Hamilton's thirty-five books, spanning three decades, reach across genres to include picture books, folktales, mysteries, science fiction, realistic fiction, contemporary novels and biographies. Virginia Hamilton and her husband, poet Arnold Adoff, had two children, daughter Leigh and son Jamie. Ms. Hamilton died in 2002 on her family farm in Yellow Springs, Ohio.

Her quest to create authentic black literary experiences of self-described "liberation literature" expanded upon the American Dream which Ms. Hamilton described as the "American Hopescape." She was a scholar whose journey included collecting the stories of oral traditions as well as searching through the nation's archives to bring alive the

African-American experience. In addition, she was a tireless champion for the expansion of multicultural voices and parallel cultures in books for children and young adults. Ms. Hamilton was noted by *Entertainment Weekly* as "a majestic presence in children's literature."

In 1995, Virginia Hamilton was the first author of books for youth to be named a MacArthur Fellow by The John D. and Catherine T. MacArthur Foundation. More popularly known as "genius awards", the fellowship recognizes "talented individuals who have shown extraordinary originality and dedication in their creative pursuits and a marked capacity for self-direction." She was the first author of African descent to receive the ALA/ALSC Newbery Medal in 1975 for *M.C. Higgins, the Great*, which also received the National Book Award and the Boston Globe-Horn Book Award. In recognition of her distinguished books for youth she received much formal acknowledgement. Some of which are numerous Coretta Scott King Book Awards and three lifetime achievement awards: the international Hans Christian Andersen Award, the ALA/ALSC Laura Ingalls Wilder Award, and the Regina Medal of the Catholic Library Association. In addition, her books were frequently selected for annual booklists of notable books for children and young adults including *School Library Journal's Best Children's Books*, *The New York Times Outstanding Books of the Year*, *The New York Public Library's 100 Books for Reading and Sharing*, and the *Parent's Choice Award for Literature*, among others.

The Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement (CSK-VHALA) first presented in 2010, pays tribute to the quality and magnitude of Ms. Hamilton's exemplary and authentic contributions through her literature and advocacy for children and young adults especially in her focus of African-American life, history and consciousness. The award, given annually, recognizes the work of African-American authors and illustrators as well as those individuals whose ongoing advocacy introduces the work of African-American authors and illustrators to children and young adults. The award is administered by the Coretta Scott King Book Awards Committee of the Ethnic and Multicultural Information Exchange Roundtable (EMIERT) with the support of the ALA Office of Diversity, Literacy,

and Outreach Services (ODLOS). Information regarding the award criteria and the Practitioner Nomination Form can be found at www.ala.org/csk under Virginia Hamilton Award for Lifetime Achievement.

THE PURPOSE

An ongoing purpose of the Coretta Scott King (CSK) Book Awards Committee is the recognition, promotion, marketing, and celebration of quality literature by African American children's authors and illustrators. Article II of Section 3 of the Constitution of the Coretta Scott King Book Awards Committee further outlines the purpose of the Coretta Scott King Book Awards. It states that the "*jury shall promote, recognize and celebrate the continued publication of quality literature by African American children's authors and illustrators*" and that the "*jury will encourage and advocate literature that illuminates the African/African American experience...*"

Upon the death of Virginia Hamilton, her husband, Arnold Adoff, contacted the Office of Library Outreach Services (ODLOS) of the American Library Association (ALA) desiring to contribute to the Coretta Scott King Book Awards to honor his wife. The purpose of the Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement (CSK-VHALA) is threefold:

- 1) To honor and pay tribute to the quality and magnitude of Ms. Hamilton's exemplary and authentic contributions through her literature and her advocacy for children and young adults, especially in her focus of African American life, history and consciousness;
- 2) To honor an African American author, illustrator, or author/illustrator for a body of his or her published books for children and/or young adults that are significant and lasting literary contributions; and
- 3) To honor a practitioner for substantial contributions through active engagement with youth using award winning African American literature for children and/or young adults, and through implementation of reading and reading related activities/programs.

CORETTA SCOTT KING BOOK AWARDS COMMITTEE CHAIR RESPONSIBILITIES

The chair of the CSK Book Awards Committee assumes the following responsibilities:

1. Send official notification letter of election/appointment to new jurors.
2. Appoint the chair of the CSK-VHALA Jury.
3. Make appointments for jury vacancies as needed.
4. Serve as consultant to the CSK-VHALA Jury Chair and jurors for any procedural and personal issues that might arise.

JURY DUTY

Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement Jury Chair Responsibilities

The chair assumes the leadership for the CSK-VHALA Jury proceedings and is charged to establish a positive collaborative environment for the jury's work. The jury chair, appointed by the CSK Book Awards Committee for two years, is a voting member of the CSK-VHALA Jury with all rights and responsibilities of other members of the jury. Pertinent duties of the chair are listed below.

1. Work closely with the Coretta Scott King Book Awards Committee ensuring ongoing communication and copying all correspondence to the chair.
2. Maintain signed copies of the CSK-VHALA Jury Member Form on file for each juror.
3. Develop the juror mailing list for the CSK Book Awards Committee and ODLOS.
4. Arrange the meeting schedule for Midwinter meetings with ODLOS including conference arrangements and room requests for a closed meeting by September 30.
5. Arrange for and/or secure necessary material needed to implement jury tasks: computer, paper, dictionary, thesaurus, office supplies such as sticky notes, highlighters, etc. and refreshments.
6. Establish the calendar and communication procedures, and notify jurors of meeting locations and nomination dates.
7. Conduct all meetings of the jury for Midwinter and Annual conferences. Plan and facilitate the agendas for jury meetings, keeping jurors focused and on task.
8. Review the CSK-VHALA Manual with jurors.
9. Read all potential CSK-VHALA nominations and completed notes.
10. Facilitate the delivery of nominated titles to the Midwinter jury deliberations as needed.
11. Solicit written nominations from jurors 2-3 times a year.
12. Keep jurors abreast of evaluation/review techniques as necessary.
13. Compile submitted nominations and distribute to all jurors.
14. Facilitate the necessary background work on authors and illustrators to verify eligibility for the CSK-VHALA nominees. In cases of joint authorship in which one is African American and one is not, the body of work may still be considered. Should that body of work be chosen, the award goes to both collaborators.
15. Facilitate the voting process.
16. Assign jurors specific author, illustrator candidates to research for reporting to the full jury as the consideration list narrows. For practitioner candidates applications should be reviewed with consideration of the awards criteria.
17. Ensure writing of the press releases for the awardees and submit them according to schedule.
18. Telephone the winners during the Midwinter meeting.
19. Attend the ALA Youth Media Awards announcements at ALA's Midwinter Conference.
20. Represent the CSK-VHALA Jury at the press conference.

21. Announce the CSK-VHALA winners at the Midwinter Press Conference as scheduled.
22. Represent the CSK-VHALA Jury in media interviews (i.e., TV, radio) as arranged by the PIO (Public Information Office) of ALA.
23. Organize the logistics for the Practitioner Award recipient celebration.
24. Serve as the CSK-VHALA Jury liaison to publishers.
25. Prepare remarks and present award winners at the annual CSK Breakfast.
26. Write letters of appreciation to jurors' supervisors following the selection of the awardees (January/February).
27. Send all jury files to ODLOS during February.
28. Send congratulatory letters to all winners of the CSK-VHALA.
29. Review the CSK-VHALA Manual with the jury and revise as needed.
30. Other duties as assigned.

The following checklist contains descriptions of duties the chair performs in preparation for jury deliberations during the Midwinter meetings.

<i>Jury Chair's Deliberation Checklist (Items Needed for Jury Deliberations)</i>		
<i>Completed</i>	<i>Items Needed</i>	<i>Packed</i>
	Computer/LCD projector and any other equipment. The chair makes this request with the room reservation. The jury has the option of bringing laptop computers and printing information at the ODLOS table in ALA offices where located.	
	Refreshments for jurors (This usually involves continental breakfast, coffee, tea, water, and snacks, etc.).	
	Identification of meeting room for jury sessions at Midwinter and Annual meetings.	
	Office supplies: stapler and staples, paper clips, typing paper, dictionary, thesaurus.	
	Agenda for discussion sessions.	
	Press Release Forms for Award Winners (The jury chair will attend the Press Conference Orientation and receive the above listed forms. Bring additional copies in case of typing errors.)	
	Notification of meeting room location to jurors.	
	Final list of nominated authors/illustrators/practitioners.	
	Professional review sources and reviewing tips to keep the discussion focused.	
	Author/Illustrator Information Sheets to notify winners.	
<i>CSK-VHALA Manual</i> and copies of the items below:		
	<ul style="list-style-type: none"> • Balloting Process (Review with the jury before the balloting process begins.). 	

	<ul style="list-style-type: none"> • Ballots (Be sure to bring sufficient ballots based on submissions by the jurors.). 	
	<ul style="list-style-type: none"> •CSK-VHALA Award Tally Sheets. 	
	Previous press releases for guidance.	
	Publisher list from the Society of Children's Book Writers and Illustrators for contact information.	

Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement Juror Responsibilities

The integrity of the CSK-VHALA rests on the quality of deliberations, the avoidance of both the appearance of and conflict of interest, and confidentiality of jury deliberations. The importance of these three components cannot be emphasized too much.

Conflict of Interest

Jurors must carefully weigh whether any personal or professional interests might lead to the appearance of a conflict of interest while serving on the jury. If such is suspected by a juror, he/she is obligated to notify the CSK-VHALA Jury Chair and/or CSK Book Awards Committee Chair prior to accepting the appointment.

Confidentiality

Jury discussions, both oral and written, must remain confidential. Whatever matter is discussed with jurors should not leave the confines of the room, and should never be repeated outside the discussion. While jurors are encouraged to discuss individuals under consideration with others throughout the year to obtain a variety of critical opinions, they must only express their opinions and not the jury discussion. No indication regarding individuals under consideration should be shared in any way.

Guidelines for Jurors

1. Members who have written and/or illustrated children's books are eligible to serve, but will not be eligible to receive the CSK-VHALA during their terms of service on the jury.
2. Members should not accept an appointment or nomination to the jury if they have a close family relationship (parent, spouse/partner, son, or daughter) or a personal relationship with an author or illustrator which could reasonably be seen by an independent observer to be a conflict of interest.
3. Members of the jury should not reveal or publicize any confidential information learned through service on the jury; nor should they make such confidential information available to non-jury-members.
4. Members of the jury who run or participate in social networking websites or software, including blogs, wikis, electronic discussion lists, and similar activities should not engage in any discussions about their CSK-VHALA jury work or about the status of eligible individuals for these awards during their term of jury service.
5. Potential jurors must discuss any other ALA responsibilities during their anticipated terms with the Chair of the CSK-VHALA Jury before accepting a juror appointment.

6. The Coretta Scott King Book Awards Committee reserves the right to establish other guidelines as may be necessary to protect the integrity of the awards process.

Relationships with Publishers

Members of the CSK-VHALA Jury are not to solicit free, personal copies of books, but may accept *unsolicited* books from publishers. Members accepting the appointments to the jury must have access to books. Solicitation by jurors from distributors for favors, invitations, etc. is not acceptable. If unsolicited, good judgment in responding to such gestures must be used. Distributors must understand that acceptance of such invitations, favors, and unsolicited books in no way influences the jurors' actions or the final choices made by the jury.

Duties of Jurors

1. Complete and sign the CSK-VHALA Jury Member Form and return it to the chair.
2. Work closely with the jury chair of the CSK-VHALA Jury.
3. Meet all deadlines to assure that the selection process is orderly and timely.
4. Ensure access to electronic communication via the Internet.
5. Read books of potential CSK-VHALA winners.
6. Attend jury meetings per juror requirements.
7. Develop and maintain notes on books/bodies of work for deliberations.
8. Submit written nomination forms to the jury chair per the designated schedule.
9. Keep abreast of evaluation/review techniques.
10. Conduct necessary background work on author, illustrator, and practitioner nominees submitted for consideration. The CSK-VHALA (author/illustrator category) is awarded to African American authors and illustrators. For cases in which two authors jointly produce a book and one is African American and one is not, the body of work may still be considered. Should that body of work be chosen, the award would go to both author(s) and illustrator(s).
11. Research and bring information about assigned author, illustrator, and practitioner nominees for reporting to the full jury as the consideration list narrows.
12. Assist in writing press releases about the awardees. Submit the press releases according to schedule.
13. Participate in telephoning the winners.

Term of Service and Meeting Attendance

The term for jurors of the Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement is two (2) years. Terms run summer-to -summer, beginning at the end of the Annual Conference year of the election/appointment. (See the Sample Calendar, Appendix A.) Jurors are required to attend Midwinter selection meetings, and are highly encouraged to attend the summer orientation meeting and the Coretta Scott King Book Awards Breakfast.

THE DECISION PROCESS

Communication Overview

The primary method of communication, exclusive of face-to-face dialogue at Midwinter and Annual conferences, is electronic, via e-mail, and closed web network.

The jury chair establishes the ground rules for electronic communication. Jurors are not free to communicate with each other about jury work without the approval of the chair. All e-mail from jurors is directed to the chair unless the chair invites open discussion on a matter of concern. The chair facilitates such open discussion.

Guidelines for Electronic Communication

1. Electronic access via the Internet is required of all jurors.
2. All jury business should be clearly identifiable on the subject line; (i.e., *VH + year of award presentation, VH2017*)
3. If messages require discussion of an issue, each respondent should reply to all members of the jury.
4. Jurors are expected to participate in electronic discussions just as they would participate in discussions at conference meetings.
5. The VHALA Jury Chair copies the CSK Book Awards Committee Chair on all relevant correspondence.
6. Electronic archives of records (manual and final decision materials) are maintained by ODLOS.
7. Due to the increased possibility of inadvertent leaks with electronic communications, discussions of potential candidates and bodies of work are only conducted on closed, secure sites.
8. Personal information about individuals (addresses, phone numbers, etc.) should not be posted on websites unless they are protected from general public access by secure passwords.

Access to Materials

Jurors are expected to have ready access to a comprehensive collection of children's books (i.e., local library, interlibrary loan, personal collection), so that they can easily obtain the complete bodies of work of authors and illustrators under consideration. Books will not be provided for jurors to examine.

Note Taking

Each juror is required to keep notes on books in the body of works under consideration and should develop a systematic note taking method. Jurors are encouraged to share their note taking methods per the direction of the jury chair. Notes should address the CSK-VHALA criteria (See Appendices F and G: Book Notes and Author/Illustrator Justification.)

Concise, specific notes enhance the discussion at Midwinter and help illuminate the authors' and/or illustrators' works for other jurors. Notes are especially important since copies of books will not necessarily be available at Midwinter deliberation meetings. Notations of specific passages with page numbers jurors may have flagged as evidence addressing criteria are important for the discussions. Additional notations of strengths and weaknesses based on the criteria are also helpful. Re-reading of titles often provides more insightful perspectives of the authors' and/or illustrators' abilities.

Jurors are encouraged to initially take notes about authors and illustrators that are being considered, and even more so as the list narrows closer to Midwinter.

Nominating Potential Award Winners

The jury chair develops the calendar for the submission of nominations and distributes suggestions for nominations received by ODLOS to jurors. Jurors submit three nominations for the author/illustrator award to the chair during the year prior to the Midwinter deliberation meeting. The chair compiles the nominations and distributes them to jurors. All nominations are considered at Midwinter.

Under the direction of the chair, the jury may discuss and agree upon a procedure for shaping the list. See examples below.

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

To remain in consideration for balloting, the candidate must have a minimum of three votes from the jury.

Balloting Process

See the Appendix H.

APPENDICES



APPENDIX A

Sample Calendar

Item	Calendar Item	Dates
1.	The chair conducts CSK-VHALA Jury orientation: review of the manual, completion of the Jury Member Forms, Q & A. Attendance is encouraged, but not required.	Annual Conference
2.	The chair corresponds with jurors electronically to discuss possible award recipients per the designated schedule.	June - December
3.	Midwinter (even years, author/illustrator category). Juror attendance is mandatory at this deliberation meeting at which the award winner is announced. The CSK-VHALA Jury Chair communicates the decision to the CSK Book Awards Committee Chair and attends the Press Conference Orientation Meeting.	Midwinter Conference
4.	In even years, the CSK-VHALA Jury Chair corresponds with the CSK Chair about the presentation and with publishers about the award breakfast. Orientation for new jurors is conducted as needed.	January- June
5.	Presentation of the CSK-VHALA is made at the CSK Awards Breakfast. In even years, the author/illustrator award is made.	Annual Conference
6.	The chair corresponds with jurors electronically to discuss possible practitioner award recipient per the designated schedule.	June – December
7.	Midwinter (odd years, practitioner category). Jurors' attendance is mandatory at this deliberation meeting at which the award winner is announced. The CSK-VHALA Jury Chair communicates the decision to the CSK Book Awards Committee Chair and attends the Press Conference Orientation meeting.	Midwinter Conference
8.	Presentation of the CSK-VHALA Practitioner Award is made at the CSK Breakfast. The two-year term ends for the current jury. New jurors are elected/appointed.	Annual Conference
9.	The cycle repeats. The new jury chair begins. The chair conducts CSK-VHALA Jury orientation including review of the manual, completion of the Jury Member Forms, Q & A. Attendance is encouraged, but not required. The jury chair corresponds with jurors electronically to discuss possible award recipients per the designated schedule.	Annual Conference - Midwinter Conference
10.	Midwinter (even years, author/illustrator category). The decision is made. Attendance is mandatory at this deliberation meeting.	Midwinter Conference
11.	Presentation of the CSK-VHALA Author/Illustrator Award is made at the CSK Awards Breakfast.	Annual Conference

APPENDIX B

CSK-VHALA Definitions and Criteria

CATEGORY: Author/Illustrator Award

AWARD NAME: *Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement*

AWARD DEFINITION: The Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement is presented in even years to an African American author, illustrator, or author/illustrator for a body of his or her published books for children and/or young adults which has made a significant and lasting literary contribution.

SELECTION CRITERIA FOR AUTHOR AND/OR ILLUSTRATOR RECIPIENTS

1. The recipient(s) must be an African American author or illustrator.
2. The recipient may be joint authors, joint illustrators, or joint authors/illustrators.
3. The recipient(s) must be living at the deadline of the nomination date.
4. The recipient must have residence in the United States.
5. The body of work selected must represent distinguished writing and/or illustration by and about the African American experience for children and/or young adults.
6. The body of work selected has made a substantial contribution to children's and/or young adult literature about the African American experience over a period of years.
7. The body of work must meet established standards of high quality writing and/or illustration for youth.
8. Jurors may also pay particular attention to bodies of work:
 - a. of which interpretation consistently motivates youth readers to stretch their imaginations and thinking;
 - b. which denote exceptional examples of specific types of literature;
 - c. that represent trend-setters, innovations, or fresh explorations of themes or topics or perspectives in African American literature for children and/or young adults.
9. The body of work must include at least one CSK Award winner (Author, Illustrator, New Talent, or Honor Book for either category).
10. The majority of the books in the body of work must be available in the United States at the time of the nomination deadline.

DEFINITIONS

Author and Illustrator Recipient

1. **Body of work** - Pre-K through Grade 12.
2. **Excellent/distinguished writing or illustrations** - Outstanding, distinct, of exceptional quality, first rate, eminent, and or notable.
3. **Significant and lasting contribution** - Published works of the selected author or illustrator command an influential place in literature by and about African Americans.

4. **Over a period of years** - Published works have existed for a minimum of ten years. The recipient's body of work must contain a minimum of four books for children and/or young adults.

NOMINATIONS

1. **Who is eligible to nominate authors and/or illustrators for the Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement?** The CSK-VHALA jurors nominate authors and illustrators. Recommendations to the jurors are welcomed. The CSK-VHALA Recommendation Form is accessible on the CSK website.
2. **Who may be nominated?**
Any African American author or illustrator, or African American co-authors or illustrators who meet the criteria may be nominated.
3. **What is the deadline for recommendations?**
Recommendations must be submitted by the first Monday in October, prior to the ALA Midwinter Conference and the CSK-VHALA deliberative meeting and the announcement of the award recipient. Recommendation Forms include a statement of outstanding contributions, documentation of accomplishments, previous recognitions, etc., and are accessible on the ALA website at www.ala.org/csk and through the ALA Office for Diversity, Literacy and Outreach Services (ODLOS).

ANNOUNCEMENT OF THE AWARD WINNER

The winner is announced during the Midwinter ALA Youth Media Awards Press Conference at which the annual CSK Award winners are announced.

PRESENTATION OF THE AWARD

A plaque and \$1500 cash award will be presented during even years to an African American author or illustrator. The presentation is a part of the Coretta Scott King Awards Breakfast during the American Library Association Annual Conference.

AWARD ADMINISTRATION

The award recipients are selected by the five-member Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement Jury. The award is administered by the Coretta Scott King Book Awards Committee of the **Ethnic and Multicultural Information Exchange Round Table (EMIERT)** with support of the American Library Association Office for Diversity, Literacy, and Outreach Services.

APPENDIX C

Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement

CATEGORY: Practitioner Award

AWARD NAME: *Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement*

AWARD DEFINITION: The Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement is given in odd years to a practitioner for substantial contributions through active engagement with youth using award-winning African American literature for children and/or young adults through reading and reading related activities/programs. The practitioner may be a public librarian, academic librarian, school librarian (public or private), an educator (pre K-12 or any level therein, or higher education), or youth literature advocate whose vocation, work, volunteer service, or ongoing promotion of books with and/or on behalf of youth is significant and sustained.

The award pays tribute to the quality and magnitude of Virginia Hamilton's exemplary contributions through her literature and advocacy for children and youth, especially in her focus on African American life, history and consciousness.

SELECTION CRITERIA FOR PRACTITIONER

1. The nominee must be a practicing youth advocate whose productive activities, work, or career engages students in the reading of award-winning African American literature for children and young adults.
2. The nominee has made a significant contribution to champion youth reading and engagement with award-winning African American literature.
3. The jury considers the nominee's level of dedication to the promotion of reading and implementation of various reading and reading related programs, depth of involvement, impact of the work, and overall amount of time committed to such service.
4. Preference is given to the nominee whose service in this area has been significant over a period of years, rather than those whose accomplishments, though highly visible, are more limited in duration.
5. The nominee must be living at the deadline of the nomination date.
6. The Nomination Packet should include: Title Page; Nomination Form; Documentation of Accomplishments; Three Letters of Recommendation/Support; Previous Achievements. Any other information in support of the nominee.
7. The Nomination Packet, and any other accompanying information, must be submitted electronically.

DEFINITIONS

1. **Practitioner** – One actively engaged in the promotion and use of African American award literature in his/her service community.

2. **Body of Service/Activities** – Career and/or volunteer service that champions reading, and the promotion of high quality African American literature.
3. **Practitioner’s Significant Contribution** – Personal time and effort over and above that normally required, as well as the nominee’s impact on large numbers of youth over time.
4. **Practitioner’s service over a period of years** – Service for a minimum of ten years.

NOMINATIONS

1. Who is eligible to nominate the Practitioner for the Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement?

ALA members, EMIERT members, and/or CSK members are eligible to submit nominations.

2. Who may be nominated?

Nominees may be anyone who meets the criteria. Membership in ALA, its divisions, or roundtables is not a requirement.

3. What is the deadline for the nominee packet?

The Nomination(s) for Practitioner open the first Monday in September and must be submitted no later than the first Monday in November. The Nomination Packet should include all information listed previously under Selection Criteria. Nomination forms are accessible on the ALA website at www.ala.org/emiert/virginia-hamilton-award-lifetime-achievement and through the ALA Office for Diversity, Literacy, and Outreach Services.

ANNOUNCEMENT OF THE AWARD WINNER

The winner is announced in alternative years during the Midwinter ALA Youth Media Awards Press Conference at which the CSK Award winners are announced.

PRESENTATION OF THE AWARD

A plaque and \$1500 cash award are presented in odd years to a practitioner. The presentation is part of the Coretta Scott King Awards Breakfast during the American Library Association Annual Conference.

AWARD ADMINISTRATION

The award recipients are selected by the five-member Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement Jury. The award is administered by the Coretta Scott King Book Awards Committee of the **E**thnic and **M**ulticultural **I**nformation **E**xchange **R**ound **T**able (EMIERT) with support of the American Library Association Office of Diversity, Literacy and Outreach Services.

APPENDIX D

Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement

Author/Illustrator Category Non-Jury Recommendation Form

The Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement Jury welcomes your suggestions for consideration of authors and/or illustrators for this award. Feel free to consult the Author/Illustrator Category criteria posted on the website. Please complete the information requested below.

Your Name:

Email:

Institution/Affiliation:

I recommend _____ because _____

Your recommendation should include supporting evidence, documentation of works and other contributions, and /or previous recognitions. For refer to a detailed listing of supporting materials and considerations in Appendix C.

The deadline for submission is the first Monday in November. Recommendations must arrive no later than 11:59 p.m. on the above date via email to John Amundsen jamundsen@ala.org ODLOS Program Coordinator.

APPENDIX E

NOMINATION FORM

Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement – Practitioner

NOMINEE

Name: _____

Address : _____

E-mail

Telephone (day)

Telephone (evening and weekend)

Write your justification for this nomination on a separate page and include letters of support for the nomination not to exceed three (3) letters. Review the Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement criteria (Appendix C). **Nominations open the first Monday in September and are due no later than the first Monday in November.** Completed forms (electronic copies as “Word Documents”) must arrive no later than 11:59 p.m. on the above date to John Amundsen (jamundsen@ala.org).

Contact John Amundsen (jamundsen@ala.org), ODLOS Program Coordinator, if you have questions. All nominations will be confirmed as received within one week of receipt. **Late nominations will not be accepted.** All nominations must be complete at the time of the deadline. All nomination materials will be treated confidentially. The Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement winner will be announced during the Midwinter ALA Youth Media Awards Press Conference. The Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement Jury will attempt to notify the winner and nominator by telephone prior to this public announcement.

NOMINATOR

Name:

Address:

E-mail:

Telephone (day):Telephone (evening and weekend):

Member of ALA: __

EMIERT: ____ (Check one or both, if applicable.)

APPENDIX F

**CSK-VHALA
BOOK NOTES**

(Juror notes for body of work discussions. Copy pages as needed.)

Name

Book title

Awards (for one book and distinctions such as named to a noted list of books, i.e., Best Books for Young Adults)

Genre(s)

Audience (preschool-12th grade)

Evidence based on criteria

APPENDIX G

CSK-VHALA AUTHOR/ILLUSTRATOR JUSTIFICATION

(Only one nomination may be submitted per form.)

When considering nominees, jurors should be aware of the author's or illustrator's entire body of work and note those portions of the total body of work which are of a substantial and lasting nature.

Name

Exemplary books

Genre(s)

Audience (preschool-12th grade)

Justify your nomination based on the following criteria:

Distinguished writing and/or illustrations about the African American experience • Substantial contribution to children's/YA literature over a period of years • High quality writing • Motivating works that stretch imagination and thinking • Trend setting or innovative works • Fresh exploration of themes • CSK winners • Exceptional examples of specific type of literature.

APPENDIX H

BALLOTING PROCESS

For the balloting process, each of the five jurors will list three top nominees for consideration of the Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement. Those choices will be listed on the ballot in priority order, with #1 rating 4 points, #2 rating 3 points, and #3 rating 2 points. **Ballots will be cast and votes tabulated by the juror chair or a designee. The award-winning candidate must receive three or more first place votes to be declared the winner.** If no candidate has a minimum of (3) first place votes, re-balloting will be necessary.

Example. The maximum number of points a candidate can receive is 20 points. A candidate can receive 20 points and still not be declared the winner if three or more jurors have not cast first place votes for that candidate. A candidate can receive two first place votes, and three second place votes, getting 20 points and not be declared the winner.

If no candidate receives three first place votes in the first balloting round, the candidate with the lowest points having a five point or more differential from the candidate with the highest points will be dropped. A five-point differential is used because a potential award winner can attain a maximum of twenty points. When a candidate falls five or more points below seventeen points (highest points possible without being declared the winner on the first round), that means that a maximum of one juror out of five has given that candidate award status.

Re-balloting

Prior to actual re-balloting, a new round of discussion begins with jurors **only making new points about a nominee that were not mentioned in previous discussions.** The jury may also:

- decide to eliminate all candidates that had only one first place vote;
- decide to eliminate the candidate that had the least number of votes.

**THE SELECTED WINNER MUST REFLECT A JURY DECISION
BASED ON
INCLUSIVE DELIBERATION AND A UNIFIED VOICE.**

APPENDIX I
Ballot

CSK-VHALA AWARD BALLOT (List author and/or illustrator)

1st _____

2ⁿ. _____

3. _____

APPENDIX J

BALLOT

CSK-VHALA AWARD BALLOT (List practitioner)

1st _____

2nd _____

3rd _____

APPENDIX L

EMPLOYER/SUPERVISOR INFORMATION

Please supply the employer/supervisor information so a letter can be sent to your employer/supervisor regarding your participation on the Coretta Scott King-Virginia Hamilton Award for Lifetime Achievement Jury. You may list as many administrators as you like.

Your
name

Administrator's Name

Administrator's Title

Administrator's phone number

Administrator's email

Name of Institution

Mailing Address