



Advisor's Procedures for Teens' Top Ten

Project Description

The Teens' Top Ten Project (TTT) is twofold. First, the TTT groups read all year and nominate titles for the Teens' Top Ten. Any book (adult, young adult, fiction, nonfiction, graphic novels, etc...) that is published from January 1 to December 31 can be nominated. The groups read and nominate all year to determine the 25 official TTT nominations that are released in April. Teens nominate a title by filling out an official *Teens Top Ten Nomination* form.

The second part of this project is that throughout the year, the TTT groups also receive advanced reading copies of books and provide feedback to publishers. While the advanced reading copies that are sent to the groups are eligible to be nominated for TTT (given they are published within the eligibility time frame), a book does not have to be sent to the TTT groups to be eligible for the Teens' Top Ten list. All reviews that are sent to publishers must use the *Teens' Top Ten Review* form.

General Responsibilities and Basic Information of Teen Group Membership

Receiving Advanced Reading Copies/Galleys:

Teens' Top Ten groups will automatically be sent copies of each galley offered. (Depending on the size of the group, each group will receive 2-4 copies). Galleys received through Teens' Top Ten become the property of the teen groups and libraries, and may be used in various library projects. (NOTE: Advance reading copies—galley proofs—cannot be added to your library collection or sold in a book sale. These unfinished copies are not to be treated as finished books.)

Encouraging teens to complete reviews:

The advisor is responsible for encouraging teen readers to complete *Teens' Top Ten Review* forms for each advanced reading copy that publishers send, and then sending completed forms to publishers. While not every galley offered may appeal to your group, it is important to try to get as many readers to write reviews as possible.

Sending review forms to publishers:

All teen groups are expected to provide publishers with reviews on the *Teens' Top Ten Review* form designed for this purpose. Advisors should review each teen form and e-mail completed forms to each book's publisher in the timeliest manner possible. Please note that teens *may not* send forms directly to publishers. *Advisors handle all publisher communications.* Also, while any book that meets the eligibility requirements can be nominated for Teens' Top Ten, publishers should only be sent reviews of advanced reading copies that were received as part of the Teens' Top Ten program.

The Teens' Top Ten Nomination (TTT) Process

Eligibility for TTT Nomination: Any book of teen interest, fiction or nonfiction, adult or young adult, published in the U.S. during the previous year is eligible for the Teens' Top Ten. (January 1, 2015 through December 31, 2016 for the 2016 TTT list). Teens are expected to read widely throughout the year to nominate titles. Teens should be reading more than the advanced reading copies that are sent to them to nominate titles.

Completing nomination forms: To nominate a title, a reader simply fills out the *Teens' Top Ten Nomination* form. Advisors should keep track of their teens' nominations on an Excel spreadsheet (a template will be provided). Each month, advisors should post the spreadsheet to the yagalleyadvisors@ala.org listserv. Members of the Teens' Top Ten committee will compile all of the nominations that are sent each month.

Closing nominations: Nominations close December 31.

Advisors are encouraged to make the Teens' Top Ten Review form and the Teens' Top Ten Nomination form available in an online format.

Listserv Membership

There are two separate closed listservs associated with the Teens' Top Ten project. Advisors will automatically be subscribed to both lists.

- 1). yagalleyadvisors@ala.org Most Teens' Top Ten business is conducted through this closed listserv. It is the forum for asking process questions, receiving reminders of upcoming deadlines, and posting the monthly nominations for your teen group, and so forth. Teens and publishers are not included on this listserv.
- 2). yagalley@ala.org Notifications of galleys that are being sent to Teens' Top Ten groups take place through the closed listserv. Publishers will post information about the galleys that they are being sent to the groups. Teens' Top Ten group leaders should monitor the list so they are aware of titles they will be receiving in the mail. This list is not for conversation, just a place for publishers to post announcements of upcoming shipments.

Inability to continue as advisor:

If the advisor leaves the library, stops advising the teen group, or drops their membership in YALSA at any time during the two-year term (from January 1, 2015 through December 31, 2017), she/he must inform the Teens' Top Ten Committee Chair and discuss plans for an advisor replacement.

Determining final nominations and winning titles:

January	Deadline for advisors to turn in nominations for Teens' Top Ten (TTT). The Teens' Top Ten committee will determine the 75 (approximately) books that received the most nominations throughout the year.
January-February	TTT Groups are encouraged to read the 75 (approximately) books that received the most nominations to prepare for the upcoming vote to determine the 25 official TTT nominations.
March	The 75 (approximately) nominations will be posted online for the 15 Teens' Top Ten groups to vote for their 10 favorite. This is a closed vote, only for official TTT groups. The titles that receive the most votes will become the 25 official TTT nominations.
April	The Thursday of National Library Week (which is Celebrate Teen Lit Day) the official 25 Teens' Top Ten nominations are announced.
August	The national online teen vote will open. Teens across the country (including Teens' Top Ten groups) will vote for their three favorite titles from the official nominations. The vote will close in September/October.
Teen Read Week	The ten titles that receive the most votes will become the Teens' Top Ten and are announced during Teen Read Week.