



ASSOCIATION FOR LIBRARY
SERVICE TO CHILDREN

Children's Literature Lecture Award Committee Manual

January 2020

CHILDREN'S LITERATURE LECTURE COMMITTEE MANUAL

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PART I: BACKGROUND INFORMATION

This manual was designed to provide support for five audiences involved with this lecture.

- Children's Literature Lecture Selection Committee
- Applicants for Hosting the Lecture
- Lecture Host
- Lecturer
- ALSC

Introduction

The lectureship is a unique collaboration between several groups of people—the committee, the chosen Lecturer, the ALSC staff and Board of Directors, and the host site coordinators. The result is an exciting opportunity to celebrate and add to the knowledge and scholarship in the field of children's literature. Publication in *Children & Libraries: The Journal of the Association for Library Service to Children* ensures the lecture will be a lasting contribution that is available to a broad audience.

The Children's Literature Lecture Selection Committee has two major tasks. The first is to choose the lecturer and the second is to select the site to host the lecture. The committee will have an exciting professional experience that will benefit the children's literature community.

Amy Kellman, manual revision task force chair
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FUNCTION STATEMENT

To choose annually an individual of distinction who shall prepare and present a paper which shall be a significant contribution to the field of children's literature; to select a host institution and make appropriate arrangements for the presentation of the lecture; to arrange for publication of the lecture in *Children & Libraries: The Journal of the Association for Library Service to Children*.

The Children's Literature Lecture Committee shall consist of five people appointed by the ALSC President and will function virtually. The chair and four members shall serve for a period of two years, from the close of Midwinter to the close of Midwinter.

TERMS

The lecture shall be given by a person who has made a distinguished contribution to the field of children's literature. The lecturer need not be a resident or citizen of the United States.

RELATED TERMS AND DEFINITIONS

Children's literature: Books published for children up to and including the age of 14.

Lecturer:

The Lecturer may be related to the field in any area: author, illustrator, editor, publisher, professor of children's literature, reviewer, art director, etc.

Site:

The host institution site may be a library, university, special collection, or other appropriate organization. The Lectureship may be sponsored by more than one institution.

Distinguished:

- Marked by eminence and distinction; noted for significant achievement.
- Marked by excellence in quality.
- Marked by conspicuous excellence or eminence.
- Individually distinct.

Criteria in identifying a distinguished contribution:

- Impact of the candidate's work on the world of children's literature.
- Honoring a person who has played a significant role in the field of children's literature.
- Through the Lectureship, the Lecturer has the opportunity to make an additional contribution to the field.
- The committee needs to respectfully consider the potential of the candidate to make an additional contribution to the field through the Lectureship.

Note: The committee should keep in mind that the award is an opportunity for a scholarly contribution to the field and is not a popularity contest.

Criteria to be considered when choosing a site

- Thoroughness of the application.
- Special reasons for applying such as a particular interest in the work of the Lecturer; a special celebration, etc.
- Evidence of administrative, organizational, and fiscal support by sponsoring institutions and/or organizations.
- The extent to which meaningful cooperation among various local or area groups would suggest an ability to share financial and human resources.
- Geographical placement; keep in mind that part of the mission is for this lectureship to be given in different parts of the country.
- Ability to draw an audience from both the worlds of children's books and the general population.
- Emphasis on Lecture as a distinctive event publicized to and open to all potential attendees.
- Venue for Lecture presentation.
- Any special needs of the Lecturer.
- Site limitations based on its calendar that were included in the proposal.
- Accessibility by major transportation venues in the region.
- ADA Accessibility of the site.

PART II: COMMITTEE WORK

SAMPLE CALENDAR

Fall-December

- Committee members appointed and notified (chair plus four committee members).
- The committee works virtually.
- Receive manual from ALSC Awards Coordinator and procedural instructions from committee chair.
- Review the manual, and ask for any clarification, if needed.
- The chair, in consultation with the committee and Awards Coordinator will establish a calendar. Calendar will be shared with Awards Coordinator and Priority Group Consultant.

January to June/July

- The committee works virtually. Attendance at ALA conferences is not mandatory, but the committee may choose to meet if there is consensus among all. No one should be excluded because they are unable to travel.
- Send suggestions for lecturer to the committee chair according to established procedures.
- ALSC office and chair coordinate calls for suggestions from the membership via the ALSC blog, electronic discussion list, newsletter, etc.
- Chair distributes suggestions to committee members.
- Research suggested candidates.

June/July

- While conference attendance is not mandatory, it is highly recommended the chair attend and plan to attend the Leadership and ALSC meeting.
- Committee may discuss in person at Annual Conference or work virtually, but must request a room in advance by the deadline set by the ALSC office.

August to October

- Select lecturer. It is important to do this by early fall so that if your first choice should decline, there is time to confirm your alternate.
- The chair informs the ALSC Awards Coordinator of the committee's selected lecturer. Instructions will then be provided for the chair for notifying the lecturer.
- The chair will then contact and confirm the lecturer's acceptance.

November to December

- Prepare the press release draft for the Midwinter Meeting announcement. Instructions will be provided by the Awards Coordinator.
- Decide whether to meet at second Midwinter Meeting to attend the Youth Media Awards Press Conference and to finalize the application for the host site.

January/February

- Announcement of the lecturer for the following year made at the Youth Media Awards Press Conference.
- Attendance at second Midwinter Meeting is optional.
- ALSC Awards Coordinator works with chair to post application for host site and publicize the opportunity to apply.

March-April

- Encourage institutions to apply to host Lectureship via such channels as the *ALSCconnect* newsletter, ALSC blog, ALSC-L electronic discussion list, and other relevant lists such as the one for the Association of Library and Information Science Educators.
- Receive and review host site applications.
- If the committee would like to meet at the second Annual Conference contact ALSC Awards Coordinator for room request.

May

- May 1 deadline for host site applications. Determine if the deadline will need to be extended at least one week prior to the deadline so office can schedule and coordinate marketing around an extension.
- The chair confirms host site selection to ALSC Awards Coordinator and prepares press release.

June/July

- Second Annual Conference, meeting is optional.
- Host site is announced by the ALSC President during the ALSC Membership Meeting.
- Press release announcing host site is disseminated.
- In late summer, Awards Coordinator will coordinate conference call between committee chair, host site, and lecturer to plan the lecture (e.g. set deadlines for marketing copy and set date of lecture for the following spring)

ALSC POLICY FOR SERVICE ON THE CHILDREN'S LITERATURE LECTURE AWARD COMMITTEE

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 reserve the right to speak on their own behalf outside of that closed session.

ALSC members-at-large, as well as Children's Literature Lecture Committee members, are encouraged to nominate individuals for consideration. Committee members must not discuss the merits of nominees outside the committee. Similarly, committee members must not discuss the merits of locations that have applied to host the lecture with anyone outside the committee.

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 Children's Literature Lecture Committee should adhere to the following guidelines:

- 1) Members who have written and/or illustrated children's books are eligible to serve, and will not be eligible to be selected during their terms of service on the committee.
- 2) Committee members may not apply to host the Lecture during their terms of service. Past hosts may serve on the committee.
- 3) Members may not be employed by a children's trade book publisher, author, illustrator, or in some other position that could be seen as a conflict; nor serve in an advisory capacity beyond the provision of normal reference service, to a children's trade book publisher, author, or illustrator, during the first year of his/her term of service in which the committee selects the lecturer. This includes writing teachers guides or readers' group guides at the request of a children's trade book publisher.
- 4) 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.

5) Members of award committees who run or participate in social networking websites or software, including blogs, Facebook, electronic discussion lists, and the like, should not engage in any discussions about their ALSC award committee work, or about the status of eligible individuals in relationship to these awards during their term of committee service.

6) Members may not serve concurrently on an ALSC award or media evaluation committee and the ALSC Board, another ALA unit's board, award or media evaluation committee, or ALA Council.

7) 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.

Those who would like to submit a nomination for the lecturer or an application to host the Children's Literature Lecture should adhere to the following guidelines:

1) During the selection process, those with a close family relationship (parent, spouse/partner, son/daughter), or a personal relationship with a committee member which could reasonably be seen by an independent observer to cause a conflict of interest may not be nominated.

2) Applications to host the Lecture will be ineligible, if the applicant has a close family relationship (parent, spouse/partner, son/daughter), or a personal relationship which could reasonably be seen by an independent observer to cause a conflict of interest, with a committee member.

MEETING ATTENDANCE

Persons appointed to the Children's Literature Lecture Committee should be able to attend all required discussion and decision meetings as scheduled by the Chair and follow procedures established by the committee. Although this requirement may limit membership on a committee, wise selection requires complete participation of all members of the committee.

FREQUENCY OF SERVICE ON THE CHILDREN'S LITERATURE LECTURE COMMITTEE

Members may serve more than once on the Children's Literature Lecture Committee, consistent with ALSC Bylaws, Article VIII, Section 4.

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: _____ date

Please fill out and return the attached checklist.

February 2007. Policy revised, October 2007, January 2012, January 2016. January 2020.

Checklist for Prospective Children's Literature Lecture Committee Members

Please respond to the following questions. A "yes" answer does not necessarily preclude service on the Children's Literature Lecture 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 an author and/or illustrator of at least one published book for children? ____ Yes ____ No

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

Do you run or regularly participate in a social networking website or software, including blogs, Facebook, or electronic discussion lists? ____ Yes ____ No

If you answered yes, please provide the web url:

If you participate in Facebook, please refer back to #7 under Guidelines for Award Committees.

If you review in print or online, please provide the name of the review outlet:

Do you expect to have difficulty attending all required meetings? Regular online meetings will be scheduled by the chair online, and there is a possibility that the committee may meet at ALA Conferences if there is consensus among the committee. ____ 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 may lead to immediate dismissal from the committee.

October 2007, January 2012, revised January 2020.

COMMITTEE MEMBERSHIP RESPONSIBILITY

The Children's Literature Lecture Committee is appointed from two to six months prior to the year in which they are choosing the lecturer. For a committee to be effective, there must be full participation of all members.

Each member has the responsibility to research and present his/her nominations for the lecturer and to take full part in corresponding with the committee through the chair. In addition, members will evaluate applications for the host site. A committee member who finds it impossible to do this should resign as soon as possible. If the chair does not hear from a committee member, the chair is responsible for contacting the committee member to ascertain if there is a potential on-going problem that prevents the member from full participation. If there is such a continuing problem, the chair may request that the member resign for the good of the committee. The ALSC President shall immediately accept such resignations when tendered. If the chair cannot contact the committee member or believes the lack of participation will continue, and the member has not resigned, the chair must request the ALSC President consider the situation. In the event that a committee member has not resigned and is not taking an active part in the committee's work, the Executive Committee shall request that the committee member tender their resignation. If a committee member refuses, the Executive Committee shall remove the member and inform the ALSC Board of its action. The President shall then appoint a new committee member. The final decision rests with the Executive Committee.

The ALSC members appointed to this committee have actively participated in some aspect of children's literature. Therefore, they will have some background knowledge about different contributors to the field. However, given the breadth and diversity of the field, it is not fair to assume that committee members may be familiar with all the nominated individuals. Emphasis, therefore, should be placed upon thorough research to support each committee member's suggested candidate. This research is then used to ensure all committee members are familiar with the nominated individual and their contributions to the field.

Committee members may want to familiarize themselves with ideas for potential speakers by looking at *Horn Book* magazine, *Book Links*, *Bookbird* (the USBBY newsletter), children's literature textbooks, and other appropriate resources.

CONFIDENTIALITY OF DISCUSSION AND OF SELECTION

Committee members are encouraged to seek suggestions for potential lecturers. The purpose of such discussion is to help the committee members to grow in their awareness of potential contributors to the field of children's literature.

As noted above in the Policy for Service on the Children's Literature Lecture Committee, there is a need to maintain a high degree of confidentiality regarding the committee's discussions, both oral and written. Please remember the following are not for public discussion at any time prior to, during, or following the announcement of the lecturer and/or host site. This is not intended to limit a committee member's right to speak as an individual. However, the goal is to preserve the privacy of other committee members who will thus feel free to speak frankly in a closed session.

- Reasons (other than your own) given by committee members for nominating, supporting or

removing an individual or potential host from consideration. The committee's reasons for selection of lecturer and site will be given by the committee chair and/or a designate who prepares the press release and/or the announcement articles.

- The list of nominated individuals and potential host site locations.

Another aspect of confidentiality about which there is concern is the need to preserve secrecy between the selection and the public announcement of those selected. One prime reason is to preserve the sense of excitement about the announcement. Another is to ensure that the lecturer and, if possible, the winning host site applicant, are informed before the public. Other reasons for maintaining secrecy about the winners prior to the public announcement include misinformation, which has occasionally been leaked, and poor relationship with ALSC members when some non-committee members are "in on" the information and others are not.

INPUT FROM THE ALSC MEMBERSHIP

Suggestions from the ALSC membership-at-large are welcomed and encouraged.

Chair should confirm the ALSC office places a brief ad-like paragraph inviting members to suggest potential lecturers in issues of *Children & Libraries*, *ALSCConnect*, on the website, the blog. The chair or a committee designate should post calls for nomination on the member electronic discussion list and through other lists they may belong.

While encouraging ALSC members to suggest lecturers, remember that the nominations made by committee members, as well as member suggestions are confidential information.

After the lecturer is chosen, the ALSC office will place an ad-like paragraph in its publications, on the website, and the blog. The chair or a committee designate should post calls for host site proposals on the member electronic discussion list. ALSC members should be encouraged to have their institutions or organizations apply to host a lectureship.

NOMINATION

It is suggested that all formal nominations be submitted via an online submission form that will be drafted by the ALSC office, based on the prior year's application, for the committee to review and approve, and establish a nomination deadline.

Suggested Information for a Nomination

- Name
- Professional title/occupation
- Biographical sketch
- Justification for consideration
- Major publications

The committee chair will compile a list of all nominated individuals and disseminate it to committee members.

JANUARY – JUNE

Once all committee appointments have been completed, the chair will contact the committee with a welcome message and begin the process of establishing an online meeting calendar/schedule for the year. The first few meetings will cover procedural matters such as establishing what full participation entails and setting agreements around virtual work. The committee will review the contents of the committee manual, methods of communication and procedures. Online meetings may be held via email, Zoom, Hangouts, conference call, or other platforms as agreed upon by the committee. Please look to the ALSC Resources for Committees on the ALSC website for resources. The chair will also submit a committee quarterly report that summarizes work (non-confidential aspects).

JULY- AUGUST

Begin moving discussion toward the evaluation and selection of two potential Lecturers. The second potential Lecturer will be used if the first potential Lecturer declines the award. These meeting may be done via conference call or online discussion. This committee operates virtually, but if there is consensus among all committee members, the committee may schedule a room for use at the Annual Conference please contact ALSC Awards Coordinator with a room request by early April.

The chair will provide the committee with at least one copy of information related to nominated individuals nominated by the committee members or by members of ALSC at large. It is important for committee members to remember only individuals previously nominated or suggested by committee members or ALSC members may be considered at the first online selection meeting. No individuals may be added to the list once discussions around selecting a lecturer begin. For this reason, it is important to suggest individuals for committee consideration, and urge ALSC members to send in suggestions to the committee, prior to the established deadline.

Committee members should have prepared: personal notes about individuals under consideration; all pertinent committee correspondence, including the final list of individuals under consideration; and the nomination statement.

Order of Business

- Reintroduction of committee members.
- Appointment by the chair of a secretary.
- Decide how voting is to be handled.
- Review the terms, criteria, and definitions.
- Review the nominations and select two potential Lecturers.
- Determine who will create the press release after the chair has secured the Lecturer's commitment later in the summer/fall.

The secretary takes minutes of all procedural decisions. No minutes are kept of discussion of individuals. The minutes are to be uploaded to ALA Connect (no sensitive or confidential information should be included). They will then be placed in the ALSC archives as the record of the committee's actions. The secretary sends the minutes to the committee Chair prior to the end of the final committee discussion.

After the selection is made, the committee chair will notify the ALSC Awards Coordinator who will then share instructions for the chair to notify and confirm the commitment from the Lecturer. The ALSC Awards Coordinator will work with the Chair to coordinate the preparation of a press release for the

announcement at the Youth Media Awards Press Conference in January.

2nd Year- JANUARY - MAY

The committee, in consultation with the ALSC Awards Coordinator, will prepare/revise the host site application and establish a deadline for applications. Additionally, any other procedural business such as updating the committee's manual and charge. The chair will also submit committee quarterly reports that summarizes work (non-confidential aspects).

EARLY JUNE

The committee will meet to evaluate and select a host site for the lectureship. Once a host site has been selected, the Chair will share the selection with the Awards Coordinator to 1) receive instruction for the chair to notify the selected site and alert the sites not selected and 2) ensure the office has the information needed to announce the news during the ALSC Membership Meeting at the ALA Annual Conference.

Order of Business:

- Reintroduction of committee members.
- Appointment by the chair of a secretary.
- Decide how voting is to be handled.
- Review the terms, criteria, and definitions.
- Review the applications and select a site.
- Contact the ALSC Award Coordinator at least one week prior to the Annual Conference so that an announcement can be made at the ALSC Membership Meeting, usually held on Monday.
- Create a press release for the ALSC office to disseminate following the conference.

The secretary takes minutes of all procedural decisions. No minutes are kept of discussion of individuals/sites/applications, number of applications discussed, nor any sensitive or confidential information). The minutes are placed in the ALSC archives as the record of the committee's actions. The secretary sends the minutes to the committee Chair prior to the end of the final committee discussion. The Chair uploads the minutes to the committee's space in ALA Connect.

EFFECTIVE DISCUSSION

Discussion is enhanced if committee members keep in mind the following tips.

- Speak loudly enough to be heard.
- Try not to engage in private conversations with individual committee members during virtual or in-person meetings.
- Speak briefly, and allow others an opportunity to speak before speaking again.
- Listen carefully to other committee members.
- Speak only to the terms, criteria, and definitions for this lecture award.
- Avoid generalities such as, “I love this city.”

PART III: ROLES AND RESPONSIBILITIES

COMMITTEE CHAIR

The committee chair is a voting member of the committee with all the rights and responsibilities of other committee members.

There is a delicate balance that the chair must maintain between serving as chair and serving as a committee member. Many chairs find it helpful to the free flow of the discussion if they limit their discussion to candidates they feel strongly about, 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 and encouragement for all committee members to speak, without allowing any member to dominate. In addition, the chair does the following:

- In consultation with the committee, establishes calendar, participation expectations, and communication guidelines for the committee. Sends committee roster to all members (November – December prior to starting committee work in January). Shares calendar with ALSC Awards Coordinator.
- Conducts all committee virtual discussions or meetings (Annual Conference). Works with ALSC Awards Coordinator to schedule meetings on ALSC conference call platform, if necessary.
- Corresponds with committee members immediately after their appointment. Establishes communication chains such as e-mail distribution lists and any other checks that ensure correspondence is received and answered as needed.
- Receives suggestions and nominations from the online nomination form; prepares lists of eligible lecturers and sends them to committee members.
- Answers all correspondence promptly, referring correspondence to the ALSC President, Priority Group Consultant, or Executive Director for reply when appropriate. Copies all procedural correspondence, not confidential discussion of lecture candidates, to committee members, to the ALSC Awards Coordinator, and to the Priority Group Consultant.
- Works with the ALSC Awards Coordinator to arrange committee discussion conference calls or meeting schedule so that it fits with the other award committees.
- Maintains financial records of committee's expenses, if any, and requests a reimbursement from ALSC (all year). Refer to Division Leadership Manual for reimbursement limits and procedures.
- Prepares committee agendas and arranges for a member to take minutes at meetings to be uploaded to ALA Connect. Minutes should not include any sensitive or confidential information. e.g. number of nominations/applications nor names of nominees under consideration).
- Submits online quarterly committee reports (does not include any sensitive or confidential information. e.g. number of nominations/applications nor names of nominees under consideration).
- Contacts non-participating committee members and, if necessary, after consultation with Priority Group Consultant, ALSC President, suggests their resignation from the committee.
- If able to attend Annual Conference, represents the committee at the Leadership and ALSC meetings to keep up-to-date on association news to share back with the committee and meet with Priority Group Consultant about aspects of the committee's work (i.e. are any changes needed to the way the committee works, terms, criteria, functions statement, manual, etc.). These concerns can also be discussed via email or phone call, at any time, with the Priority Group Consultant.
- Presents problems to Priority Group Consultant as needed.

- Chair works with ALSC office to solicit suggestions from the membership at large via the ALSC newsletter, blog, wiki, electronic discussion list, etc. (January-March)
- If needed, chair works with ALSC office to arrange for a meeting room at Annual Conference. (no later than 1st week of April)
- Chair prepares the agenda ahead of time and shares with committee and uploads to ALA Connect (no sensitive or confidential information should be included).
- Chair sends suggestion list to committee members.

Late spring - Summer

- Meetings are held virtually to determine 2 potential Lecturers.
- If there is consensus, the committee may request a room for meeting at Annual Conference (see above).

Late Summer – Early Fall

- Chair contacts the Awards Coordinator once the lecturers have been selected to receive instruction on the notification process.
- Chair secures commitment from the lecturer.

Late Fall

- Awards Coordinator will share instruction on preparation of the press release for the announcement at the Youth Media Awards Press Conference in January (i.e. providing quote, rationale, securing a publicity photo, and list of works/credentials to share). Chair may conduct this work or select a committee designate to do so. Deadline is 12/1.
- ALSC Awards Coordinator and the Communications and Marketing office (CMO) will share Information about the Youth Media Award Press Conference to the Chair to share with the committee (e.g. committee photos, reserved seating in the room to watch the announcements).

After the Lecturer Announcement – Early June

- Chair coordinates creation/revision of host site application and works with ALSC office to post it on the website, establish the submission deadline, and publicize the opportunity to apply via the ALSC newsletter, blog, electronic discussion list, etc.
- Chair sends applications to committee members.
- Chair conducts meeting(s) to determine the host site.
- Chair will share the selection with the Awards Coordinator to 1) receive instruction for the chair to notify the selected site and alert the sites not selected and 2) ensure the office has the information needed to announce the news during the ALSC Membership Meeting at the ALA Annual Conference.
- Chair notifies site winner as well as non-selected sites.
- Chair determines who will write the press release announcing the site and submit it to the ALSC office for dissemination following the conference.
- If attending the Annual Conference meeting, the Chair should attend the Leadership and ALSC Meeting to stay up-to-date on Association work to share back with the committee.
- Chair (and members) may wish to attend the Membership Meeting to hear the announcement.

After the announcement at the Annual Conference

- Chair notifies Lecturer of site.
- Chair participates in a conference call with office, host site, and lecturer (or lecturer representative) to begin work to establish date of lecture and review roles and responsibilities.
- Chair acts as liaison between Lecturer and host institution.

- Chair sends letter of thanks to committee members.
- Chair sends letter of thanks to committee members' supervisors.
- Prepare to attend Lecture!

COMMITTEE MEMBERS

January - June

- Work with chair to establish calendar and expectations for participation.
- Fulfill commitment to participate in committee meetings.
- Promote via own channels call for nominations for lecturer.
- Prior to discussion meeting(s), research suggested lecturers and come prepared to discuss them and select two potential choices.

Summer

- Participate fully in discussion meetings. Contributing and listening.

Fall

- Work with chair to confirm committee information for use in Youth Media Award Press Conference materials (confirm name and organization is spelled correctly and up to date).

January

- Committee members may wish to attend the Youth Media Awards Press Conference to hear the announcement made.

January – Early June

- Work with chair to create/revise host site application and set deadline.
- Assist promoting the availability of the host site application via social media and own communication channels.
- Prior to selection meeting(s), read applications and be prepared to discuss them and select a host site.

June/Annual Conference

- If attending Annual Conference, may wish to attend the ALSC Membership Meeting to hear the announcement.

PRIORITY GROUP CONSULTANT

- On request, assists the committee and chair with procedural and personnel issues.
- Sends reminders about quarterly reports and shares other pertinent association news.
- Acts as liaison between committee chair and ALSC Board.

ALSC STAFF

- Checks eligibility for membership of committee members appointed.
- On the President's instructions, sends letters of invitation to persons invited to serve on the committee.
- Awards Coordinator works with chair to disseminate press releases, announcements, calls for

suggestions and applications, etc. via the ALSC website, blog, electronic discussion list, etc.

- Distributes manuals to committee members immediately after appointment and posts the manual to the ALSC website.
- Works with committee Chair to update lecturer nomination and host site applications forms.
- Provides instruction and direction on how to notify lecturer and selected and non-selected host sites.
- Works with chair to arrange conference calls, if necessary.

Fall prior to Announcement

- Once chair has secured commitment from Lecturer, ALSC office sends congratulatory letter confirming honorarium and travel expenses to be paid from the Children's Literature Lecture fund (local expenses for the lecturer, including hotel are to be paid by the host); supplying samples of past Lectures; enclosing the permission form for the Lecture to appear in *Children and Libraries*; etc.
- Sends instructions to chair to begin completing the press release from Chair to ALA's Communications and Marketing Office for the announcement at the Youth Media Awards Press Conference. Chair will need to provide a photo and works cited list for use in press materials.

January- Immediately After Youth Media Press Conference

- Works with chair to disseminate press release about Lecturer.
- Works with chair to post application for host sites and publicize the opportunity to apply via the ALSC newsletter, blog, website, electronic discussion list, etc.

Early June

- Sends chair instructions on how to notify host site and non-selected applications.
- Obtains selected host site information from the chair to be announced during the ALSC Membership Meeting at Annual Conference.

Summer- Post Host Site Announcement

- Arranges a conference call with host site coordinator, chair, and Lecturer (or Lecturer representative), to discuss potential lecture dates, procedures, etc.
- Disseminates press release announcing the host site location and updates the website.
- Sends letter of congratulations to host site, including the host site checklist and a sample scrapbook from a previous host.
- Issues host site support check September 1st or later (sent in the fiscal year the lecture takes place).

Late Fall/Early Calendar Year

- Provides host site coordinator with advanced information about ALA/ALSC attendees at the lecturer.
- Make hotel and travel arrangements for ALSC Executive Director, President, chair, and Awards Coordinator. These expenses are paid by ALSC.

HOST SITE COORDINATOR

- See "Responsibilities of Host Institution" (Appendix D) and "Checklist for Host Institution" (appendix E).

LECTURER

- Works with host site to determine date, make hotel and travel arrangements.
- Prepares lecture.
- Returns permission form to ALSC so that Lecture may be printed in *Children & Libraries* (Lecturer retains ownership of the Lecture and licenses it to ALSC on a nonexclusive basis).
- At the time of the lecture, provides final text electronically for inclusion in *Children & Libraries*.
- At the time of the Lecture, participates in 1-2 social events such as a luncheon or reception; there may also be a book signing, if Lecturer is an author or illustrator.
- Presents Lecture.

ALSC MEMBERSHIP

- Promotes information and publicity regarding the lecture.
- Suggests candidates for consideration to the chair.

ALSC BOARD

- Regularly, or on request, reviews and reaffirms or changes the terms and procedures for award selection.

ALSC PRESIDENT

- Appoints four members of the committee, plus 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 announcements.
- Attends Lecture. May be invited to bring remarks.

APPENDICES

Appendix A: Award Fact Sheet

ALSC originally established the lecture series in 1969 as the May Hill Arbuthnot Honor Lecture Award with sponsorship from Scott, Foresman and Company. The lecture was named for her because of her significant contributions to the children's literature field.

The award was renamed as the Children's Literature Lecture by the ALSC Board of Directors in January 2020. The purpose of the award remains the same: a lecture series that celebrates scholarship and critical thinking about literature for children, which are ever evolving. The new award name expands upon May Hill Arbuthnot's professional legacy and celebrates the many voices and perspectives that all lecturers bring to this Award. In her own words, Arbuthnot was thrilled at the prospect of this award providing a forum for "new voices speak[ing] with new insight and new emphasis in the field of children's literature."* Essentially, the Children's Literature Lecture Award centers on the distinction of its recipients, whose diverse voices and perspectives are necessary to broaden our understanding of and appreciation for children's literature.

The lecturer, announced during the Youth Media Awards Press Conference in January, may be an author, critic, librarian, historian, or teacher of children's literature, of any country, who shall prepare a paper considered to be a significant contribution to the field of children's literature. Once the name is made public, institutions wishing to host the lecture may apply. A library school, department of education in college or university, or a children's library system may be considered. This paper is delivered as a lecture each April, and is subsequently published in *Children & Libraries, the journal of the Association for Library Service to Children*.



May Hill Arbuthnot (1884-1969) was born in Mason City, IA, and graduated from the University of Chicago in 1922, receiving her master's degree in 1924 from Columbia University. Along with educator William Scott Gray, she created and wrote the Curriculum Foundation Readers—better known as the "Dick and Jane" series—for children published by Scott, Foresman. Her greatest contribution to children's literature, however, was her authorship of *Children and Books*, the first edition of which was published in 1947. In 1927, she joined the faculty of Case Western Reserve University, and there she met and married Charles Arbuthnot, an economics professor. She

also served as editor of both *Childhood Education* and *Elementary English*. Her other works include *The Arbuthnot Anthology of Children's Literature* and *Children's Books Too Good to Miss*. When accepting the award in 1969, she recalled "that long stretch of years when I was dashing from one end of the country to the other, bringing children and books together by way of the spoken word." She also affirmed, "I am a strong believer in the efficacy of direct speech.... a forthright vigorous lecture can set fire to a piece of literature that had failed to come to life from the printed page."*

*Quote from *The Arbuthnot Lectures, 1970-79*, ALA/ALSC, 1980.

Appendix B

CHRONOLOGY OF LECTURES

YEAR	LECTURER	SITE
2021	Dr. Rudine Sims Bishop	TBA
2020	Neil Gaiman	Sacramento, California
2019	Dr. Debbie Reese	Madison, Wisconsin
2018	Naomi Shihab Nye	Bellingham, Washington
2017	Jacqueline Woodson	Columbia, South Carolina
2016	Pat Mora (USA)	Santa Barbara, California
2015	Brian Selznick (USA)	Washington, DC
2014	Andrea Davis Pinkney (U.S.A.)	Minneapolis, Minnesota
2013	Michael Morpurgo (England)	Rochester, New York
2012	Peter Sís (Czechoslovakia/U.S.A.)	Oxford, Ohio
2011	Lois Lowry (U.S.A.)	St. Louis, Missouri
2010	Kathleen T. Horning (U.S.A.)	Riverside, California
2009	Walter Dean Myers (U.S.A.)	Clinton, Tennessee
2008	David Macaulay (U.S.A.)	Madison, Wisconsin
2007	Kevin Henkes (U.S.A.)	Lexington, Kentucky
2006	Russell Freedman (U.S.A.)	Williamsburg, Virginia
2005	Richard Jackson (U.S.A.)	Philadelphia, Pennsylvania
2004	Ursula K. LeGuin (U.S.A.)	Phoenix, Arizona
2003	Maurice Sendak (U.S.A.)	Cambridge, Massachusetts
2002	Philip Pullman (England)	Queens, New York
2001	Susan Cooper (U.S.A.)	Portland, Oregon
2000	Hazel Rochman (U.S.A.)	Storrs, Connecticut
1999	Lillian N. Gerhardt (U.S.A.)	San Jose, California
1998	Susan Hirschman (U.S.A.)	Columbia, South Carolina
1997	Katherine Paterson (U.S.A.)	Aberdeen, South Dakota
1996	Zena Sutherland (U.S.A.)	Dallas, Texas
1995	Leonard Everett Fisher (U.S.A.)	Milwaukee, Wisconsin
1994	Margaret K. McElderry (U.S.A.)	Coronado, California
1993	Virginia Hamilton (U.S.A.)	Richmond, Virginia
1992	Charlotte Huck (U.S.A.)	Bozeman, Montana
1991	Iona Opie (England)	Washington, D.C.
1990	Ashley Bryan (U.S.A.)	New Orleans, Louisiana
1989	Margaret Mahy (New Zealand)	Pittsburgh, Pennsylvania
1988	John Bierhorst (U.S.A.)	Norman, Oklahoma
1987	James Houston (Canada)	DeKalb, Illinois
1986	Aidan Chambers (England)	Little Rock, Arkansas
1985	Patricia Wrightson (Australia)	Bloomington, Indiana
1984	Fritz Eichenberg (U.S.A.)	Minneapolis, Minnesota
1983	Leland B. Jacobs (U.S.A.)	Athens, Georgia
1982	Dorothy Butler (New Zealand)	Orlando, Florida
1981	Virginia Betancourt (Venezuela)	Denton, Texas
1980	Horst J. Kunze (Germany)	Milwaukee, Wisconsin

1979	Sheila Egoff (Canada)	Columbia, South Carolina
1978	Uriel Ofek (Israel)	Boston, Massachusetts
1977	Shigeo Watanabe (Japan)	Boise, Idaho
1976	Jean Fritz (U.S.A.)	Los Angeles, California
1975	Mollie Hunter (Scotland)	Philadelphia, Pennsylvania
1974	Ivan Southall (Australia)	Seattle, Washington
1973	Betinna Hurlimann (Switzerland)	Kansas City, Missouri
1972	Mary Ørvig (Sweden)	Chicago, Illinois
1971	John Rowe Townsend (England)	Atlanta, Georgia
1970	Margery Fisher (England)	Cleveland, Ohio

Appendix C

ONLINE APPLICATION TO HOST

ALSC CHILDREN'S LITERATURE LECTURESHIP, 20XX

I. APPLICANT

- A. _____
Name of institution - library school; university; college; library system; department of education; etc.
- B. _____
Contact - name of person responsible for submitting this application.
- C. _____
Street address
- D. _____
City, State, Zip Code
- E. _____
(area code)Telephone/ Fax number
- F. _____
Email Address

II. In completing the sections below, additional pages may be added as necessary.

A Reasons for application:

B. Site:

C. Facilities:

1. Lecture facilities can be provided for an audience of _____.

2. Other considerations (live transmission or teleconferencing capabilities, etc.):

D. Administrative support (include evidence of financial support):

E. Cooperation with other agencies (indicate agencies that have agreed to cooperate and the nature of their cooperation):

F. Would the Lecture be scheduled in conjunction with another event, i.e., conference, regional meeting, annual workshop? ___yes ___no

If yes, would individuals attending the lecture be expected to register for the conference, regional meeting, annual workshop, etc.? ___yes ___no

If applicable, please describe plans for the event planned in conjunction with the Lecture.

G. How would the Lecture be publicized?

H. Name and title of individual who would be directly responsible for coordinating all local arrangements: _____

I. Please list the name and telephone number of the person to contact if questions should arise during our committee deliberations:

Person To Contact: _____

Daytime Telephone #: _____

Evening Telephone #: _____

III. Responsibility: We accept the responsibilities outlined in the Information Sheet.

Signed

Title

Date

NOTE: Supporting letters from administrators and cosponsors and other relevant documents may also be submitted. All such materials should clearly indicate the name of the primary applicant or site, and must reach the committee by the deadline listed below. APPLICATIONS AND DOCUMENTS RECEIVED AFTER THE DEADLINE CANNOT BE CONSIDERED.

For more information or clarification, contact ALSC Awards Coordinator at alscawards@ala.org.

All applications and support materials must be received by...

If you have problems submitting this electronic form, please email Children's Literature Lecture Committee Chair [insert name and email].

Appendix D

RESPONSIBILITIES OF THE HOST INSTITUTION

1. To act as host for the ALSC Children's Literature Lectureship in April or early May 20XX (not to conflict with National Library Legislative Day dates), the date to be arranged at the mutual convenience of the lecturer and the host institution.
2. To arrange and pay for the all local expenses (lodging, meals, taxis, etc.) of the lecturer. If a display of the lecturer's published works (e.g., books, articles, etc.) is arranged, it will be at the host's expense, not the lecturer's. The ALSC endowment fund covers only the lecturer's honorarium (\$5,000) and travel expenses to and from the host city.
3. To arrange and pay for a reception, dinner, or other hospitality honoring the speaker following the lecture.
4. To prepare and distribute regional publicity. ALA will issue national press releases. Further local and regional publicity is the responsibility of the host institution, including production of any print program.
5. **The lecturer is not to be invited to give any talks the week preceding the ALSC Children's Literature Lecture at the host institution or in the immediate vicinity.** The lecturer is responsible for presenting the Children's Literature Lecture only. If applicable, autographing and sale of books may be arranged with the publisher, if applicable, by the host institution. Any other programs/events (other than those promoting the lecture) must be arranged with the lecturer's publisher(s) or agent, must be arranged with the lecturer's knowledge and permission, must be funded separately and must occur no sooner than one day **following** the lecture. All programs/events/activities must appear on a master schedule available in advance to the committee chair, the Association for Library Service to Children office, and the lecturer.

Appendix E

ALSC CHILDREN'S LITERATURE LECTURE CHECKLIST FOR HOST INSTITUTION

You are about to begin a season of planning that will culminate with the 20XX Children's Literature Lecture, an experience that we hope will be both challenging and stimulating.

The checklist that follows is based on the needs of ALSC and the experience of the previous Children's Literature Lecture hosts. Its purpose is to clarify your responsibilities as host, to outline necessary procedures, and to provide a general timetable and a few essential dates.

ALSC's Children's Literature Lecture selection committee, its Chair, and the ALSC staff are available to help you whenever you wish for assistance. We depend upon you for regular communication, and we count on you to keep us (and through us, the rest of the organization) informed of your progress and your needs. Please don't hesitate to call on us whenever you have questions or need help.

We wish you luck, and we will all look forward to your success in the spring!

I. Speaker Arrangements

1. Contact your steering committee and those responsible for confirming lecture hall use to set several mutually acceptable lecture dates in April or early May. Once potential dates have been selected a conference call will be scheduled through the ALSC Awards Coordinator. The call will include the committee chair, the ALSC office, and the lecturer or lecturer's representative. Firm date should be set no later than **September 15th**, and ideally, earlier.
2. After the date is confirmed with all concerned, write a letter of welcome to the speaker. Request information on travel plans.
3. Reserve speaker's hotel room for nights preceding and following the lecture (see "general suggestions" below). Reserve a block of rooms in the same hotel for ALSC staff, ALSC President and lecturer's representatives. (Consult with the ALSC Awards Coordinator concerning how long the additional rooms should be reserved for these involved individuals for whom you are not financially responsible).
4. Arrange social activities for the speaker: meeting local librarians, representatives of co-sponsoring or cooperating groups, members of interested faculties, etc. Include sightseeing and interviews with local press, radio, or television to promote the lecture. Consider the speaker's special interests. **The speaker may not be invited or scheduled to do any other speech, program, or presentation in your region during the week prior to the Lecture. Additionally, work closely with the lecturer, or his/her scheduling representative to ensure the lecturer has enough "down time."**
5. When general schedule of events takes shape, write to speaker describing tentative arrangements and send brochures describing locality of the host institution. Make certain to keep the lecturer informed of all plans. Consult the lecturer concerning their preferences. Be sure to include information on who will be meeting speaker's plane, how to reach local chairperson (at home and at work) in case of emergency or complications, how to make a phone call from the airport (if the speaker is not from the United States).
6. Meet the speaker at the airport.

7. Later, at lecturer's convenience but before first scheduled function, plan a briefing session to go over the entire schedule, which should be typed out. Include the names and positions of people whom the speaker will meet at small gatherings.
8. General Suggestions:
 - a. Allow for jet lag. If the speaker is coming in from a great distance, allow an extra day before the lecture.
 - b. Schedule lightly; give the speaker time to recover from traveling before social activities begin. Allow plenty of private time during the period before the lecture. Save additional appointments until after the lecture has taken place. Plan for the speaker to have a quiet, private meal alone or with only one or two other program participants or guests before the lecture.
 - c. Plan a practice session in the room where the lecture will be held to give the speaker a chance to try out the microphone, get a sense of the room, and check equipment for visuals, if any.

II. Local Arrangements and Program

Perhaps most important of all to your success is the organization of your steering committee or local planning group. This lectureship is held each year in a different location in order to involve the broadest possible spectrum of those working with children and literature. In the past, the most successful lectures have been those for which members of a number of groups in an area have cooperated to make the lecture a truly regional event. Encouragement of such cooperation among a variety of organizations, professions, and communities is one of your responsibilities.

The steering committee or local planning group will work with you on various aspects of the project and you should plan for regular communication among those involved. Make sure that those who endorsed your application, whether as co-hosts or by letter of support, are officially included in your plans and recognized in your publicity, and that no one who wishes to help is excluded. Such an experience will build relationships that will be alive and well long after the lecture is over.

1. Reserve auditorium or event space as soon as date is known.
2. Decide whether to hold reception, dinner, or some other form of hospitality honoring the speaker after the lecture. Once time and type of entertainment are decided, reserve the rooms, and arrange for catering, flowers, and other logistics. The ALSC President should be invited to all events involving the lecturer.
3. Get the following from the committee chair or lecturer's representative as soon as possible for promotional purposes (no later than November 1st): (1) the exact title of the lecture as it should appear on the program, (2) a photograph of the lecturer, and (3) a biography of the lecturer.
4. If audio/visual equipment is required by the lecturer, make necessary arrangements to secure it. **Pre-test** the equipment and have operators available as needed.
5. Send ALSC Awards Coordinator and committee chair the contact (person or website URL) for requesting ticket information by February 1st. Please include date, place, and time of lecture.

Awards Coordinator will issue a press release announcing when tickets will be available and will send host site copy to use for local media outlets.

6. Circulate notices announcing the lecture no later than February 1st, and include information on how to obtain the free tickets. There are now online event registration services to help with your ticket registration and providing local arrangements information. One example is Event Brite, <http://www.eventbrite.com/t/free-online-event-registration>
 - The following information should be conveyed:
 - i. Lecturer's name
 - ii. Lecture title
 - iii. Date and time
 - iv. Address of lecture site
 - v. Request for a self-addressed, stamped envelope to mail tickets (if you will not hold on-site will call); provide date when tickets will be mailed; and cut-off date for requesting tickets (about two weeks before the lecture in order to get a count).
 - vi. Map of the area, driving directions to lecture site from airport/rail terminal. Indicate parking options for lecture site.
 - vii. Local hotel accommodations
 - viii. Sightseeing (especially for those outside the area).
7. Create tickets and have them printed, if necessary (about twice as many as anticipated audience) at least by March 15. Set aside tickets for ALSC, publisher, and local VIP's who will attend. If you will not have on-site will call, tickets should be mailed about a month before the lecture. It is the host site's responsibility to make tickets available for free of charge.
8. Target local publicity: local, state, and regional libraries; colleges and universities; parent and teacher associations; professional groups such as the American Association of University Women, International Reading Association; NAEYC, etc. Take advantage of scheduled meetings and mailings to announce the lecture.
9. Evaluate which local media contacts are most significant for the lecturer, e.g., TV, radio, book reviewers, general newspapers, and community or ethnic newspapers and organizations. Make personal contact with appropriate individuals at each place several months before lecture. Provide them with full biographical information on lecturer as well as other lecture details. Remember to follow up three to four weeks before actual lecture.
10. Decide program format (welcome, introductions, etc.) The Committee Chair will introduce the lecturer. The ALSC President will bring greetings from ALSC and ALA; the ALSC President will also recognize the ALSC Executive Director and the committee members. You [Host site] will introduce/recognize representative(s) from the lecturer's publisher(s), local co-hosts and representatives of any sponsoring organization(s).
11. The lecturer is not required to take questions from the audience. This is entirely up to the host, lecturer and Chair. Contact past hosts to inquire how they decided to include this into their program, or not.
12. Drafts of all programs, poster, and other printed material should be confirmed with the ALSC Awards Coordinator (and publisher representative, if applicable) before such material is printed. Get programs printed at least two weeks before the lecture. The program should clearly identify the sponsoring organization(s) and the local co-host. Print at least 10% more programs than

expected number of attendees; include in count 10 copies for ALSC files. Provide copies of the printed program to all platform participants as soon as they arrive.

13. Arrange for ushers at the program and hosts for the reception or dinner.
14. Arrange for special parking for special guests. Arrange for traffic control for all lecture attendees, if necessary.
15. Arrange to have special out-of-town guests and platform participants met and taken to the airport or other terminal, if necessary. Be in close touch with ALSC Awards Coordinator and the committee chair concerning directly-involved individuals who will benefit from receiving a map, a tentative schedule, etc., in advance.
16. Arrange to have single copies of relevant published books by lecturer on display in the lecture hall or on the platform.

III. Essential Formalities

1. Copies of all correspondence concerning the lecture should be forwarded to the Chair of the Children's Literature Lecture Committee and the ALSC Awards Coordinator. This is crucial to the committee's function and the success of the lecture.
2. If the lecturer has one or more U. S. publishers, check with each to find out if they wish to attend. (As indicated on the application you filed in the spring, it is the responsibility of the host institution to provide any published works that are to be displayed.) If you wish to have lecturer autograph books for sale, arrange well in advance with your local bookstore(s). If this is not a possibility, write directly to the publishing house and arrange for books to be sent on consignment. Please do not request that the publisher(s) donate books.
3. Contact the ALSC Awards Coordinator to determine whether ALSC free materials or items for sale will be included in the arrangements for book sales, etc.
4. The host site and regional committee may not plan any formal appearance for the speaker other than the lecture and appointments to promote the lecture.
5. Lecture posters, lecture-connected publications, or lecture video or audio tapes or other lecture mementos may NOT be sold by the host site for fundraising purposes before, during, or following the lecture. The attendees should not feel they are solicited in any way to buy merchandise, tickets, subscriptions, etc. The ALSC Awards Coordinator will decide whether collected prior speeches or other ALSC publications will be sold at the lecture, though this is unlikely.
6. Please observe all deadlines.
7. Following the lecture (no later than three weeks after lecture), send a brief written report accompanied by a set of printed materials (ticket application, tickets, programs, all publicity) to both the committee chair and the ALSC office. Include a table of contents and a financial statement. Your report will be helpful to next year's host as well as to the committee.

CALENDAR

July-August

- Contact speaker and arrange lecture date
- Reserve auditorium

September 15th

- Deadline for notifying committee chair and ALSC Awards Coordinator of proposed lecture date(s) and site.

Fall

- After date is set and confirmed with lecturer, ALSC Awards Coordinator and the committee chair, write to welcome the speaker.
- Appoint local arrangements committee(s)
- Reserve speaker's hotel room; reserve block of rooms for official ALSC participants, publishers, special guests
- Plan for dinner or reception. Arrange for catering and flowers.
- Decide on program format, invite participants
- Send information on tentative arrangements to speaker
- Arrange for ticket request forms

February

- Get tickets printed
- Obtain title of lecture, photo and biography of lecturer
- Circulate local publicity
- Make local media contacts
- Appoint ushers, hosts

February (cont.)

- Plan for book sales, ALSC materials

March

- Make parking arrangements
- Arrange for audio-visual equipment
- Plan social activities for speaker
- Follow up on contacts with press and media coverage of lecturer's visit
- Plan for airport pickup and delivery of speaker and out-of-town guests.
- Have programs printed (2-4 weeks ahead)
- Prepare typed schedule for lecturer
- Mail tickets and dinner/reception invitations to ALSC, publisher, and local VIP's (or one month before lecture)

April/May

- Lecture
- Reception or dinner

Three weeks later

- Send final report to committee chair and the ALSC office.

Appendix F

Sample Press Release Announcing the Lecturer

Dr. Rudine Sims Bishop to deliver 2021 ALSC Children's Literature Lecture

For Immediate Release
Mon, 01/27/2020

Contact:

Macey Morales
Deputy Director
Communications and Marketing Office
American Library Association
(312) 280-4393
mmorales@ala.org

PHILADELPHIA – Literary scholar Dr. Rudine Sims Bishop will deliver the 2021 ALSC Children's Literature Lecture. The announcement was made today by the Association for Library Service to Children (ALSC), a division of the American Library Association (ALA), during the ALA Midwinter Meeting & Exhibits held January 24 - 28, in Philadelphia, Pennsylvania.

Formerly known as the May Hill Arbuthnot Honor Lecture, the ALSC Children's Literature Lecture Award expands on May Hill Arbuthnot's professional legacy and celebrates the many voices and perspectives that all lecturers bring to this Award. Each year, an individual of distinction in the field of children's literature is selected to deliver a distinguished lecture on behalf of ALSC.

"Dr. Rudine Sims Bishop's scholarship has changed the language and the lenses with which we examine children's literature," stated 2021 ALSC Children's Literature Lecture Award Selection Committee Chair Jennifer M. Duffy.

Dr. Sims Bishop, Professor Emerita at The Ohio State University, has served on numerous noteworthy committees for ALA and other organizations, and has been recognized with prestigious awards for her work. Her research, writing, and teaching have informed and expanded conversations about representation of African Americans in children's literature and provided a critical framework for research and pedagogy. Her essay, "Mirrors, Windows, and Sliding Glass Doors," is not only cited globally, it has inspired shifts in publishing, teaching, and the inclusion of authentic, diverse voices in literature for children and teens.

"ALSC is thrilled that Dr. Sims Bishop is the first lecturer to receive this honor under the new name," said ALSC President Cecilia P. McGowan. "Her body of scholarly work addressing the importance of African American literature and diverse, multicultural literature as a whole, embodies the spirit of this award dedicated to scholarship and critical thought."

The lecturer, announced annually at the ALA Midwinter Meeting, may be an author, illustrator, editor, critic, librarian, historian or teacher of children's literature, of any country, who shall prepare a paper

considered to be a significant contribution to the field of children's literature. The paper is delivered as a lecture each April or May, and is subsequently published in *Children and Libraries*, the journal of ALSC. Once the name is made public, institutions wishing to host the lecture may apply. A library school, department of education in a college or university, or a public library system may be considered. Applications to host the 2021 lecture will be available online from ALSC at www.ala.org/alsc this spring.

Members of the 2021 ALSC Children's Literature Lecture Award Selection Committee are: Chair Jennifer M. Duffy, King County Library System, Kirkland, Wash.; Christine A. Jenkins, University of Illinois, ISchool, Champaign, Illinois; Nancy J. Johnson, Western Washington University, Bellingham, Wash.; Ana-Elba Pavon, Oakland (Calif.) Public Library, Elmhurst Branch; Karen M. Rowell, Fay B. Kaigler Children's Book Festival, The University of Southern Mississippi, Hattiesburg, Miss.

The Association for Library Service to Children (ALSC) is driven by more than 4,000 members dedicated to the support and enrichment of library service to children. Our members include youth librarians, literature experts, publishers and educational faculty. ALSC supports its members in engaging communities to build healthy, successful, futures for all children. To learn more about ALSC and how to join, please visit our website at www.ala.org/alsc.

For more information on the ALSC Children's Literature Lecture, please visit www.ala.org/alsc/chll; for more information on all ALA Youth Media Awards, please visit www.ala.org/yma.

###

Appendix G

Sample Press Release Announcing the Lecture Site

[Insert Name of Organization] chosen as site for 20XX Children's Literature Lecture

For Immediate Release

Fri, 07/12/2019

Contact:

Alena Rivers

Deputy Director

Association for Library Service to Children

American Library Association

312-280-5866

arivers@ala.org

The Association for Library Service to Children (ALSC) announced that the 20XX Children's Literature Lecture Award committee has chosen [Name of Organization with link, if applicable] as the site of the 20XX Children's Literature Lecture featuring [Name of Lecturer] a [description of lecturer, e.g. award-winning author, scholarly critic, etc.]

The 20XX Children's Literature Lecture committee selected [Name of lecturer] to present the 20XX lecture for [rationale].

"Detailed quote with rationale for host site selection," said [Insert name], the 20XX Children's Literature Lecture Committee chair.

When informed of the selection the [Insert name of host site contact person] responded, "[insert quote]."

An announcement of the date and time of the lecture will be posted in the Fall of 20XX.

The ALSC Children's Literature Lecture celebrates scholarship and critical thinking about literature for children, centering on the distinction of its recipients, whose diverse voices and perspectives are necessary to broaden our understanding of and appreciation for children's literature. Each year a lecturer is chosen who will prepare a paper considered to be a significant contribution to the field of children's literature. This paper is delivered as a lecture each spring and is subsequently published through ALSC's journal, *Children & Libraries*. ALSC established the lecture series in 1969 with sponsorship from Scott, Foresman, and Company and was originally named for May Hill Arbuthnot. The lectureship is now funded and administered by ALSC.

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

Members of the 20XX Children's Literature Lecture Committee are: Chair [name, organization]; [then list members, organization].

###

Appendix H

Letter to Lecturer

[Month, Date, Year]

[Lecturer Name and Address]

Dear [Name]:

I am thrilled to congratulate you on your selection as the 20XX ALSC Children's Literature Lecturer! As you know, the public announcement will be made at the ALA Youth Media Awards Press Conference on Monday, [Month, Date, Year] in [City, State].

The 20XX Children's Literature Lecture site will be selected by the committee this spring and announced on Monday, [Month, Date, Year] during the ALSC Membership Meeting at the ALA Annual Conference in [City, State]. Soon after conference we'll arrange a call with [you, or lecturer's representative], the committee chair, and the host site to select a date suitable for all. The Lecture usually takes place in April or early May. The Lecture carries a \$5,000 honorarium, plus travel expenses.

To help you prepare over the next year, I have enclosed copies of some recent Lectures and some history about the Lecture. You can also [view recent lectures](#) on ALSC's website. According to the terms and criteria for the Lectureship, you were selected as "An individual of distinction who shall prepare and present a paper which shall be a significant contribution to the field of children's literature." ALSC does wish to publish the Lecture through of our journal, *Children and Libraries*. I've enclosed a copies of permission forms that we'll need you to sign and return by [insert deadline date]. You do not need to submit your paper to us in advance of the Lecture; however, we would like to receive it electronically 10 days post lecture. Additionally, with your permission and if logistics allow with the host site, ALSC would like to videotape the Lecture for possible use on the ALSC website, as well as to place in the ALA/ALSC archive held at the University of Illinois Urbana-Champaign. Enclosed is a copy of the permission form that would grant ALSC permission to do so. Please also return this form by [insert date].

[Name], [personal sentiment]. I'm very much looking forward to your lecture! If you have any questions concerning the details of the event, please feel free to contact me at [insert email], 312-280-2162 or Children's Literature Lecture Award Committee Chair [insert name and email]. Again, many congratulations!

Sincerely,

[Insert Name]
Executive Director
312-280-2162

[Email]

cc:

[Name], ALSC President

[Name], 20XX ALSC Children's Literature Lecture Award Committee Chair

Appendix I

Letter to Selected Host Site

[Month, Date, Year]

[Name]

xxxx

xxxx

xxxx

Dear [Name]:

Congratulations again on being named the host for the 20XX ALSC Children's Literature Lecture! I know the selection committee took great care in choosing [name of host and partner, if applicable] to host [name of lecturer], and that "include quote" from lecturer. You submitted an impressive application, and it should be a wonderful event.

I understand that the date of [Insert date] has been cleared as the official lecture date. We'll touch base soon with a conference call with the Committee Chair [Insert name] and [Lecturer representative]. ALSC will issue a press release announcing [name of organization] as the selected host site. The release will appear in the "Breaking News" section of the ALSC website, and will appear in the September issue of our newsletter, *ALSC Matters!*

Enclosed is the Checklist and Responsibilities for Host Institutions, which should be helpful to you as you begin to plan. Please read it carefully and let me know if you have any questions. Also attached is the Host Site Agreement; please sign that and return a copy to me and to [committee chair name] by [deadline date].

I will send under separate cover copies of prior final host reports, to serve as examples for you, from the [name of host site] (name of lecturer, year) and [name of host site] (name of lecturer, year). Please return all of these materials when you are finished with them as they are our only copies. You may keep them until the lecture is delivered.

I look forward to working with you and will help in any way I can to assist you in planning an outstanding event. Please do not hesitate to contact me with any questions, and congratulations again!

Sincerely,

[Name]

Awards Coordinator

cc:

[Name], 20XX Children's Literature Lecture Committee Chair

[Name of lecturer representative, if applicable]

[Name], ALSC President

[Name], ALSC Executive Director

Appendix J

Letter to Non-selected Sites

DATE

Name

Address

City, State, Zip

Dear _____:

Thank you for submitting an application to host the ALSC Children's Literature Lecture. Unfortunately, yours was not among the winning applications, but we had an exceptional pool of candidates this year, and we hope you will consider applying again in the future.

We appreciate your interest in the ALSC Children's Literature Lecture.

Sincerely,

[Name]

Chair, ALSC Children's Literature Lecture Committee

Appendix K

Thank You Letter to Committee Members' Supervisors

DATE

Supervisor
Institution
Addresss
City, State, Zip

Dear _____,

Please accept our congratulations and gratitude for your support of _____ during [appropriate pronoun] term on the Children's Literature Lecture Award Selection Committee, administered by the Association for Library Service to Children.

This is an important assignment, as it helps to foster continued distinguished contributions to the field of children's literature. As part of this committee, _____ has helped to select a Lecturer to present a paper, and to select the location for this prestigious Lecture.

[Add a paragraph here about the Lecturer and host site, if desired]

Thank you again for your support during this selection process.

Sincerely,

Chair, ALSC Children's Literature Lecture Committee

Division Leadership Manual – June 2012

6. Virtual committees.

6.1. ALSC may determine that some committees can conduct their business entirely online and designate these as virtual committees.

6.2. All members of virtual committees must have convenient access to email.

6.3. It is recommended that the chair of virtual committees attend midwinter and annual conference in order to participate in the division leadership meeting and to conduct other business.

6.4. It is particularly important that all members of virtual committees participate fully in electronic discussion of committee business.

6.5. In order to facilitate input from members at large about committee business, virtual committees are required to announce their electronic agendas on ALA Connect well in advance of decision deadlines and solicit comments from the membership.