



**ROBERT F. SIBERT
INFORMATIONAL BOOK AWARD
COMMITTEE MANUAL**

January 2016

FOREWORD

The Robert F. Sibert Informational Book Award was first presented in 2001. It came at the dawn of the 21st Century, yet well into the Information Age. In honoring distinguished informational books for children, the Sibert Award draws attention to fascinating content, but, perhaps more importantly, it draws attention to high standards in the presentation of that content.

This manual, based on two years of Sibert Award Committee experience, outlines practices, procedures and principles to follow in the selection and presentation of the Sibert Award. This manual is primarily intended as a guide for committee members and the Chair. It also serves to lay out for public view the orderly process that leads to the selection of winners.

Members of the Sibert Award Manual Task Force brought to bear direct experience on the Sibert Award Committee itself as well as invaluable experience on other major ALSC book award committees. This Manual reflects the good sense and sensibility of the Task Force, its firm command of policy, practice and procedure, and its deep commitment to the award's high purpose. This Manual outlines for future committees how to conduct an exhaustive, even-handed, and orderly selection process aimed at recognizing the highest standards in informational books for children.

To those joining a Sibert Award Committee, congratulations and enjoy! True pleasure and a busy year await you. To those not serving on a Sibert Committee but interested in learning more about its work, we invite you to enjoy informational books along with the committee itself.

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May 1, 2002

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Notes:

This manual attempts to outline the practices, procedures and principles to follow in the selection and presentation of the Sibert Award. While as complete as possible, it cannot be exhaustive. Therefore, it is important to use the manual as a guide and to go further for guidance as needed. The first step in seeking further guidance is for the committee chair to contact the Priority Group VI (“Awards”) Consultant. Current contact information is available on the ALSC website.

Throughout this manual, the “Robert F. Sibert Informational Book Award” is called the “Sibert Award.” References to “the President,” “Vice President,” “Board,” “Executive Director,” and “Executive Committee” imply ALSC affiliation. The American Library Association “Public Awareness Office” is referred to as PAO. The “ALA Youth Media Awards Press Conference” is referred to as the ALA YMA Press Conference.

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

2013: A Sibert Informational Book Award Poetry Eligibility Task Force was convened in 2012 to determine whether or not poetry as a format or vehicle for conveying information should be eligible for the (Robert F.) Sibert Informational Book Award. The task force considered the intentions of 1) the Sibert family in establishing the (Robert F.) Sibert Informational Book Award; 2) The (Robert F.) Sibert Informational Book Award Manual Task Force in establishing the practices, procedures, and principles for the selection of the award, and 3) the 2011 (Robert F.) Sibert Award Committee in requesting that the term “Poetry and traditional literature (e.g., folktales) are not eligible” be changed to “Traditional literature (e.g., folktales) is not eligible. Poetry is not eligible EXCEPT as a format or vehicle to convey information.”

Additional Task Force Charge:

1. answer questions raised in pre-Annual 2012 report about which poetry is eligible; are books that are a combination of fiction and nonfiction eligible?
2. Give examples of both eligible and ineligible titles (poetry and other forms) along with WHY the titles are eligible or ineligible.
3. make recommendations for other additions/edits to the Sibert manual
4. Review, update and expand bibliography/suggested reading section

The Task Force completed their work at the end of the 2013 Midwinter Meeting and the ALSC Board approved the changes and additions made to this manual.

2015: The ALSC Board voted to include archival images and documents and other primary source materials as part of the definition of original work. An example was included in the Expanded Definitions & Examples section of the manual.

PART I: BACKGROUND INFORMATION

HISTORY

COMMITTEE FUNCTION STATEMENT

THE COMMITTEE

PURPOSE, TERMS, DEFINITIONS, AND CRITERIA

PRIORITY GROUP CONSULTANT

ALSC POLICIES

- ALSC Policy for Service on Award Committees

 - Conflict of Interest

 - Confidentiality

 - Guidelines for Award Committees

 - Meeting Attendance and Access to Materials

 - Frequency of Service on Caldecott, Newbery, and Sibert Committees

- Checklist for Prospective ALSC Award Committee Members

- Relationship to Publishers

- Self Published/Small Press Titles

- Electronic Communication

HISTORY

The Robert F. Sibert Award is given annually to the author of the most distinguished informational book for children published in English during the preceding year. The winner receives a bronze medal, and Honor Book authors receive certificates, which are presented at the ALA Annual Conference. The award, established in 2000 and first presented in 2001, is named in memory of Robert F. Sibert, long-time President of Bound-to-Stay-Bound Books. The award is administered by the Association for Library Service to Children, a division of the American Library Association. In 2006, the award was presented to illustrators and/or photographers in addition to authors of the Sibert Medal and Honor Books.

COMMITTEE FUNCTION STATEMENT

To select annually the most distinguished informational book for children published in English in the United States within the terms, definitions, and criteria governing the award.

Established: 2000

Members: Chair + 8 members

Term: Fall, 2 years

THE COMMITTEE

ALSC Bylaws, Article VII: Section 2:

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

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

Adopted by the ALSC Board, January 1978. Revised, Midwinter 1987. Revised, Annual Conference 2002. Revised, May 2008. Revised, May 2009. Revised, May 2011.

PURPOSE, TERMS, DEFINITIONS, AND CRITERIA

Purpose

The Sibert Award honors the most distinguished informational book published in English in the preceding year for its significant contribution to children's literature. The award is presented to the author, author/illustrator, co-authors, or author and illustrator named on the title page of that book. Honor Books may be named with recognition again going to the author, author/illustrator, co-authors, or author and illustrator named on the title page of that book.

Terms

The Sibert Award is presented annually to the author, author/illustrator, co-authors, or author and illustrator named on the title page of the most distinguished informational book for children published in the United States in English during the preceding year.

Terms include:

- Folktales and other tradition literature are not eligible. There are no other limitations as to the character of the book providing it is an original work.
- Honor books may be named. They are books that are also truly distinguished.
- The award is restricted to authors, author/illustrator, co-authors, or author and illustrator named on the title page who are citizens or residents of the United States. ALL authors and illustrators credited on the title page must meet award eligibility criteria.
- The award is restricted to original work first published in the United States.
- The committee is to consider in its deliberations only books eligible for the award as specified in the terms.
- The award may be given posthumously.

Definitions

Informational books are defined as those written and illustrated to present, organize, and interpret documentable, factual material.

Significant contribution is gauged by how well the work elucidates, clarifies and enlivens its subject. The committee considers overall accuracy, documentation, organization, visual material and book design.

Children's literature is defined as the body of books published for an intended and potential child audience. Such books display respect for children's understanding, abilities, and appreciation. Children range from birth through age fourteen. Books for the entire range are to be considered.

Distinguished is defined as noted for significant achievement; marked by quality, excellence, or eminence; distinctive.

Author and Illustrator may include co-authors or author-illustrators. Illustrator may include persons credited on the title page for visual material. ALL authors and illustrators credited on the title page must meet award eligibility criteria.

Original work is defined as follows:

- "Original work" means that the text (or illustrations and other graphic material, as applicable) was created by this writer or artist and no one else.
- Further, "original work" means that the text is presented here for the first time and has not been previously published elsewhere in this or any other form. Substantial contents compiled from other sources are not eligible. Abridgements are not eligible.
 - It is understood that in informational books some key elements such as archival images and documents, and other primary source materials may have appeared elsewhere. Indeed the fact that such images and texts are artifacts of, for example, a person, time period, scientific process, or mode of exploration may enhance their value as elements of informational works.

First published in the United States means that books first published in previous years in other countries are not eligible. Books published simultaneously in the U.S. and another country may be eligible. Books published in a U.S. territory, or U.S. commonwealth are eligible.

In English means that the committee considers only books written and published in English. This requirement DOES NOT limit the use of words or phrases in another language where appropriate in context.

Published in the preceding year means that the book has a publication date in that year, was available for purchase in that year, and has a copyright date no later than that year. A book might have a copyright date prior to the year under consideration but, for various reasons, was not published until the year under consideration. If a book is published prior to its year of copyright as stated in the book, it shall be considered in its year of copyright as stated in the book. The intent of the definition is that every book be eligible for consideration, but that no book be considered in more than one year.

Resident is defined as someone who has established and maintains a residence in the United States, U.S. territory, or U.S. commonwealth as distinct from being a casual or occasional visitor.

The phrase only the books eligible for the award specifies that the committee is to consider only eligible books, not an author's body of work or previous accolades.

Criteria

In identifying the most distinguished informational book for children from the preceding year, committee members consider important elements and qualities:

- Excellent, engaging, and distinctive use of language.
- Excellent, engaging, and distinctive visual presentation.
- Appropriate organization and documentation.
- Clear, accurate, and stimulating presentation of facts, concepts, and ideas.
- Appropriate style of presentation for subject and for intended audience.
- Supportive features (index, table of contents, maps, timelines, etc).
- Respectful and of interest to children.

Not every book relies equally on every element. The committee need not find excellence in every element listed above but only in those relevant to the book.

The book must be a self-contained entity, not dependent on other media for enjoyment.

The Sibert Award is presented to honor distinguished informational books for children. The award is not presented for didactic intent or for popularity.

[Adopted by the ALSC Board Midwinter 2000. Revised, Midwinter 2004. Revised, Midwinter 2005. Revised, Annual 2008. Revised, June 2015.]

PRIORITY GROUP CONSULTANT

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

Work with Chair

The Priority Group Consultant works with the Chair to review annually the procedures of the committee and to make recommendations for improving the process. The recommendations range from those that can be implemented easily to those requiring action by the ALSC Board. The Priority Group Consultant also works with the Chair to resolve procedural and personnel issues as they come up and questions about the eligibility of books.

Work with Committee Members

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

From the ALSC Handbook of Organization and ALSC Bylaws.

ALSC POLICIES

ALSC POLICY FOR SERVICE ON AWARD COMMITTEES

ALSC affirms its confidence in the integrity of members who are invited to be nominated or appointed to serve on award committees, and in the integrity of the officers or nominating committees responsible for selecting candidates. Because of the nature of the work of such committees, those who serve on them must be especially sensitive to conflict of interest situations and the appearance of impropriety. The purpose of this policy is to clarify the eligibility and responsibility of candidates asked to serve on such committees.

CONFLICT OF INTEREST

It is the policy of the Association for Library Service to Children, its Board of Directors and committees to insure that members in all of its activities avoid conflicts of interest and the appearance of conflicts of interest resulting from their activities as members of committees of the Association. In particular, no person should obtain or appear to obtain special advantages for themselves, their relatives, their employer or their close associates as a result of their services on a committee.

A conflict of interest occurs when an individual's personal or private interests may lead an independent observer reasonably to question whether the individual's professional actions or decisions are influenced by considerations of significant personal or private interest, financial or otherwise.

CONFIDENTIALITY

Committee members need to maintain a high degree of confidentiality regarding the committee's discussions, both oral and written. All committee members need to feel free to speak frankly in a closed session, knowing that their comments will not be repeated outside that room, and that they reserve the right to speak on their own behalf outside of that closed session.

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

GUIDELINES FOR AWARD COMMITTEES

The Association for Library Service to Children grants a number of awards and it is very important that conflicts of interest and the appearance of conflicts of interest be especially avoided and that confidentiality be maintained in the process of determining who should receive the awards. It is a privilege to serve on an award committee and with that privilege come specific responsibilities to assist the Association for Library Service to Children in preventing conflicts of interest and the appearance of conflicts of interest in the award process. Each person who is nominated or appointed to serve on an award committee is expected to consider carefully whether any of his or her personal or professional interests, obligations, activities, or associations could reasonably lead to even the appearance of a conflict of interest, or breach of confidentiality, and to discuss any such potential conflicts with the ALSC Executive Director prior to accepting the nomination or appointment. Situations that arise after a committee member has begun to serve should be

directed to the ALSC President, Committee Chair, Priority Group Consultant, and Executive Director. The final decision rests with the Executive Committee.

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

1) Members who have written or illustrated a book that may be eligible for consideration during the period of service on the award committee should not accept an appointment or nomination to an award committee.

2) Members may not be employed by a children's trade book publisher, author, or illustrator. Members who have served as an advisor or consultant to an author or illustrator of a children's book, or as an advisor to a children's trade book publisher, beyond the scope of assigned library duties, such as providing reference service, should not accept appointment or nomination if that book may be eligible for consideration during the period of eligibility as defined by the terms of the award. This includes writing teachers guides or readers' group guides at the request of a children's trade book publisher whether or not these materials may be eligible.

3) Members should not accept appointment or nomination to an award committee if they have a close family relationship (parent, spouse/partner, son/daughter) or a personal relationship with the author or illustrator of any book that may be eligible which could reasonably be seen by an independent observer to cause a conflict of interest.

4) Members should not accept appointment or nomination to an award committee if they have a close family relationship (parent, spouse/partner, son/daughter) with a person employed by a U.S. trade publisher.

5) Members should not accept appointment or nomination to an award committee if they, or a close family member, directly own(s) equity (stock ownership, stock options, convertible note(s), or other ownership interest) that represents more than a 5% stake in a U.S. trade publisher.

6) Members should not engage in any print or electronic communication outside of the committee regarding eligible titles during their term of service, although they may verbally express their personal opinions regarding eligible titles at any time. This includes, but is not limited to, professional and general journals/magazines/newspapers, electronic discussion lists, blogs, and social networking services (Facebook, Instagram, Twitter, etc.). Members who write signed reviews in a professional or personal capacity must avoid publishing reviews of eligible materials during their term of service. Following the term of service, members are welcome to express their personal opinions about any eligible titles in any manner or forum, however at no time may they ever use titles or other recognizable details to identify the status of a title as having been or not been under consideration, suggested, and/or nominated for the award, nor may they ever reveal any elements of committee discussion.

7) 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.

8) From time to time, the Association for Library Service to Children may take other action or establish such other guidelines as may be necessary in the Association's sole discretion to protect the integrity of the award process. Questions from prospective committee members and candidates should be directed to the Executive Director; situations that arise after a committee member has begun to serve should be directed to the ALSC President, Committee Chair, Priority Group Consultant, and Executive Director. The final decision rests with the Executive Committee.

MEETING ATTENDANCE AND ACCESS TO MATERIALS

Persons elected or appointed to an award committee should:

- 1) Be able to attend all required discussion and decision meetings scheduled for the Annual and Midwinter meetings of ALA and follow procedures established by the committee.
- 2) Have ready access to the major part of the current output of children's books under consideration in outlets such as your local library or bookstore and through interlibrary loan. It is recognized that there will be an occasional book under consideration which a committee member is unable to obtain. In such an instance, arrangements for review copies may be made as prescribed in the committee's guidelines.

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

FREQUENCY OF SERVICE ON AWARD OR NOTABLE CHILDREN'S BOOKS COMMITTEES

No individual may serve on the Batchelder Award, Caldecott Award, Geisel Award, Newbery Award, Sibert Award, Wilder Award, or Notable Children's Books Committees more often than once every four years. The four-year period shall begin from the last year of the term of service regardless of length of term. This guideline will not apply to the appointment for Chair. This guideline will not apply to other ALSC committees.

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

Do you understand and agree to adhere to the guidelines for service on the award committee as outlined herein and agree to adhere to such other guidelines as the Association for Library Service to Children may hand down from time to time? Yes No

Signed: _____ date
Name: _____

Please fill out and return the attached checklist.

February 2007. Policy revised May 2009, June 2011, January 2014, January 2016.

Checklist for Prospective ALSC Award Committee Members

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

Are you under contract for a children’s trade book that will be published during the period of your award committee service? 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 have a close relative (i.e. parent, spouse/partner, son/daughter) who is the author or illustrator of a book that may be eligible during the year of your committee service? Yes No

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

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

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

Do you anticipate having difficulty attending all required meetings in person at Annual and Midwinter conference? Yes No

Do you anticipate having difficulty accessing newly published children's books? Yes No

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

If you answered “yes” to any of the questions above, 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.

I verify that I have read and understand #6 under Guidelines for Award Committees. I understand that effective the start of my term (July 1 or immediately upon appointment after that date), I will not write a signed review of eligible titles or post on social media accounts. I understand that once the committee’s selections have been announced at the midwinter meeting of my award year, I may then write or post about any book titles on electronic or print platforms.

Please indicate here the service(s) and your user name or other identifying information accounts:

_____.

If you review in print and/or online, please provide the name of the review outlet and whether or not the reviews are signed or unsigned:

_____ Signed Unsigned _____ Signed Unsigned

_____ Signed Unsigned _____ Signed Unsigned

Signed: _____
date

Printed Name: _____

Checklist updated: February 2007, revised May 2009, June 2011, January 2014, May 2015.

RELATIONSHIP WITH PUBLISHERS

Guidelines for Committee Members

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

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

Guidelines for Publishers

Publishers are encouraged to support the work of the Sibert Committee. Submission procedures are outlined for publishers on the ALSC web page.

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

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

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

SELF-PUBLISHED /SMALL PRESS TITLES

Books self-published or published by small presses are eligible, provided they meet all other eligibility requirements. Books are eligible in their first year of publication only. If a self-published book is republished later by another publisher, then the book will not be reconsidered upon its commercial publication.

ELECTRONIC COMMUNICATION

The Chair will establish ground rules for electronic communication by the committee at the beginning of his/her term. At times, the Chair may invite open discussion on a matter of concern. The Chair facilitates such open discussion. The Committee adheres to the "[Guidelines for Electronic Communication for ALSC Committees](#)," as adapted by the ALSC Board in 2000, revised 2012.

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

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

PART II: COMMITTEE WORK

WELCOME
CALENDAR
ATTENDANCE AT MEETINGS
ACCESS TO MATERIALS
PREPARATION AND READING LIST
IDENTIFYING, OBTAINING, AND READING ELIGIBLE TITLES
ELIGIBILITY
NOTE-TAKING
SUGGESTION PROCESS
NOMINATION PROCESS
PARTICIPATION OF ALSC MEMBERSHIP
COMMITTEE PARTICIPATION
FIRST ANNUAL CONFERENCE MEETING
MIDWINTER DISCUSSION LIST
MIDWINTER SELECTION MEETING
MIDWINTER: AFTER SELECTION
AFTER MIDWINTER SELECTION MEETING
AWARD PRESENTATION

WELCOME

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

CALENDAR

It is the responsibility of the Chair to establish and distribute a calendar of the year's work as soon as possible. It is the responsibility of committee members to meet all deadlines to assure that the selection process is orderly and timely. Part IV, *Calendar: Sample*.

ATTENDANCE AT MEETINGS

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

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

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

First Midwinter Meeting (the year under consideration). Refer to paragraph below.	Member attendance optional. Chair attendance is required. Chair to attend Division Leadership Meeting meet with PGC, and attend award/notable orientation. Open, introductory meeting may be scheduled.
Annual Conference of year under consideration. (Prior to Midwinter Selection Meeting). Refer to Part II, "Annual Conference Meeting (Prior to Midwinter Selection Meeting)."	Attendance required. Closed meeting.
Midwinter Selection Meeting of next year. Refer to Part II, "Midwinter Selection Meeting."	Attendance required. Closed meeting.
Annual Conference of next year (after Midwinter Selection Meeting). Presentation of award at Awards Presentation and Membership meeting. Refer to Part II, "Award Presentation."	Attendance optional.

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

ACCESS TO MATERIALS

The Sibert Committee members are responsible for obtaining copies of books under consideration for the award. Publishers send many books; other books are obtained in a variety of other ways. Refer to suggestions in Part II, *"Identifying, Obtaining, and Reading Eligible Titles."*

DIVERSITY AND ALSC MEDIA AWARD EVALUATION

Inclusiveness is a core value of ALSC. It is the responsibility of each ALSC media award and notables committee to reflect this value in their approach to their work. ALSC award and notables lists provide librarians, teachers and parents with information about books and other media our association holds in the highest regard. Everyone benefits, children most of all, when the titles recognized within and across ALSC awards and best-of-the-year lists authentically reflect the diversity found in our nation and the wider world.

Each year there will be overlap among individual committees in terms of titles being considered for recognition. The Caldecott, Notables, and Pura Belpré committees, for example, inevitably end up considering some of the same books. It is the responsibility of each committee to consider a work based upon how it meets the criteria of their specific award rather than speculating whether a particular title will receive another award. If a title is recognized by multiple committees, it does not diminish the work of any of those committees; rather, it draws greater attention to a particular work's excellence.

As individuals serving on committees evaluate materials according to the criteria outlined for their specific charge, they should strive to be aware of how their own perspectives and experiences shape their responses to materials. Every committee member brings unique strengths to the table, but every committee member also brings gaps in knowledge and understanding, and biases. Committee members are strongly encouraged to be open to listening and learning as well as sharing as they consider materials representing diverse experiences both familiar and unfamiliar to them.

PREPARATION AND READING LIST

Committee members are urged to prepare for the year's work in many ways:

- Review the terms, criteria, and definitions governing the award.
- Take part in book discussions of informational books. Book selection meetings, workshops, classes, and professional associations provide opportunities for such discussion.
- Read informational books from previous years and look toward defining and refining a critical viewpoint.
- Write critical analyses of informational books based on the award terms, criteria, and definitions.
- Read books and articles about evaluating informational books. A suggested reading list follows.

Aronson, Marc. "Originality in Nonfiction: A writer for Young People Makes a Case for Recognizing Innovation." *School Library Journal*, January 2006, pp. 42-43.

- Aronson, Marc. "Acceptance for Boston Globe-Horn Book Award in Nonfiction," Horn Book. January/February 2001, 49-52.
- Bamford, Rosemary and Janice V. Cristo. Making Facts Come Alive. Norwood, MA: Christopher Gordon, 1998.
- Billings, Charlene W. "Writing Creative Nonfiction Books for Children," Writer. February 1994, 22-26.
- Bober, Natalie. "Writing Lives," Lion and Unicorn. 1991, 78-88.
- Carr, David. "Many Kinds of Crafted Truths: An Introduction to Nonfiction." Nonfiction Readers' Advisory, ed. By Robert Burgin. Westport, CT: Libraries Unlimited. 2004.
- Carter, Betty. "Reviewing Nonfiction Books for Children and Young Adults: Stance, Scholarship, and Structure," Evaluating Children's Books: A Critical Look (ed. Betsy Hearne and Roger Sutton). Champaign-Urbana, IL: University of Illinois, 1992, 59-72.
- Carter, Betty. "A Universe of Information: The Future of Nonfiction," Horn Book. November/December 2000, 697-707.
- Cianciolo, Patricia J. Informational Picture Books for Children. Chicago, American Library Association, 1999, 1-27.
- Faust, Susan. "In Quest of Excellence: Robert F. Sibert Information Book Award," School Library Journal. June 2001, 42-3.
- Freedman, Russell. "Bring 'Em Back Alive," School Library Journal. March 1994, 138-141.
- Freedman, Russell. "On Telling the Truth," Booklist. September 15, 1998, 224-5.
- Fritz, Jean. "The Known and the Unknown: An Exploration into Nonfiction," Zena Sutherland Lectures 1983-1992. NY: Clarion, 1993.
- Giblin, James. "More than Just the Fact: A Hundred Years of Children's Nonfiction," Horn Book. July/August 2000, 413-424.
- Horning, Kathleen T. From Cover to Cover: Evaluating and Reviewing Children's Books. NY: Harper, 1997, 22-45.
- Hunt, Jonathan. "Where Do All the Prizes Go? Thoughts on the State of Information al Books." Horn Book, July/August 2005, pp. 439-443.
- Issacs, Kathleen. "Truth in Informational Books: A Librarian Makes a Case for Sticking to the Verifiable Facts." School Library Journal, July 2005, pp. 28-29.
- Kesler, Ted. "Evoking the World of Poetic Nonfiction Picture Books," Children's Literature in Education. Vol 43, Number 2. July 21, 2012 http://qc-cuny.academia.edu/TedKesler/Papers/1817862/Evoking_the_World_of_Poetic_Nonfiction_Picture_Books_Published_Form
- Lasky, Kathryn. "Reflections on Nonfiction," Horn Book. September/October 1985, 527-532.

- Lindsay, Nina. "If Only...!" A Librarian Looks at How Even Great Books Fall Short," School Library Journal. July 2000, 34-35.
- Lukens, Rebecca. A Critical Handbook of Children's Literature. Boston : Pearson Allyn and Bacon, 2007. (Informational Books Chapter begins on page 281.)
- Meltzer, Milton. "Selective Forgetfulness: Christopher Columbus Reconsidered." New Advocate. Winter 1992, 1-9.
- Novak, Vicki. "The Story's the Thing: Narrative Nonfiction for Recreational Reading". Nonfiction Readers' Advisory, ed. By Robert Burgin. Westport. CT: Libraries Unlimited. 2004.
- Patent, Dorothy Hinshaw. "Science Books for Children: An Endangered Species?" Horn Book. May/June 1998, 309-314.
- Rubin, Susan Goldman. "How to Research and Write Nonfiction for Children," Writer. August 2000, 16-19.
- Sutherland, Zena. Children and Books. NY: Longman, 1997. (Read informational book chapter).
- Weinberg, Steve. "The Critic's Role in Reviewing Non-Fiction Books," Journal of the National Book Critics Circle. Vol.26, Issue 3. www.bookcritics.org.
- Vardell, Sylvia M." Everyday Poetry: Outstanding Science Poetry,"Book Links. May 2012.

Blogs about non-fiction (some specifically on science) books told in verse:

- <http://inkrethink.blogspot.com/2008/03/poetry-in-non-fiction.html>
<http://missrumphiuseffect.blogspot.com/2007/02/poetry-of-science-my-poetry-friday.html>
<http://bluerosegirls.blogspot.com/2006/11/poetry-friday-science-poetry.html>

IDENTIFYING, OBTAINING, AND READING ELIGIBLE TITLES

Committee members are responsible for **identifying**, **obtaining**, and **reading** eligible books throughout the year under consideration. It is wise to begin as soon as possible. The pace of publication increases throughout the year. It is important to keep up with these three responsibilities at all times.

Identifying Eligible Books

Committee members are responsible for identifying eligible titles to read and consider. Ways to identify eligible titles:

- Examine publishers' catalogs.
- Read review journals.
- Check spring and fall publishing announcements (e.g., the announcements in *Publishers Weekly*).
- Check ALSC Notable Children's Books discussion lists as available. Contact an ALSC Notable Children's Books Committee member and/or visit the ALSC Notable Children's Books Committee webpage.
- Attend ALSC Children's Notable Books Committee discussions at Annual (prior to the Midwinter Selection Meeting) as schedule permits.

Obtaining Eligible Books

Committee members are responsible for obtaining eligible titles to read and consider. Many publishers do send books to committee members for consideration, although committee members often do not begin to receive books until April or May. Other ways to obtain eligible titles:

- Pick up galleys at the Midwinter and Annual meetings and at any other conferences.
- Examine review copies received in the work place.
- Browse new titles at bookstores.

Committee members are not to solicit publishers for free, personal copies of eligible books. (See Part I, “ALSC Policies: Relationship to Publishers”)

Reading Eligible Books

Committee members are responsible for reading eligible titles—those to consider as potential contenders, those suggested in the suggestion process, and those nominated in the nomination process. The reading load is heavy, and often re-reading is required.

ELIGIBILITY

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

NOTE-TAKING

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

No matter what system is used, the notes themselves need to speak to the Sibert Award criteria. Succinct and specific notes clarify thinking and aid in the Midwinter Selection Meeting discussion. In addition, some committee members keep complete bibliographic information on each book, a short summary, and a critical statement, noting both strengths and weaknesses based on the award criteria. As the year’s work begins, the Chair sometimes asks committee members to share ideas on taking notes with the whole committee. Refer to Part IV, “*Note-taking Form: Sample.*”

It is recommended that notes be taken on each book that is read. Notes about books not thought to be serious contenders may shorten as the year progresses. It is important to remember that a book not impressive on first reading may prove more interesting later on. Re-reading is frequently required. Notes record first impressions and measure changes in thinking.

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

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

SUGGESTION PROCESS

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

The suggestion process serves several important functions. Of course, it encourages committee members to identify strong contenders. It also alerts committee members as to which books merit consideration by the group. Then too,

the suggestion process helps committee members begin to weigh relative strengths and weaknesses of books based on the award criteria.

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

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

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

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

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

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

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

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

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

The suggestion process focuses attention on particular titles. It does not limit the committee's reading, and does not determine which books are discussed at the Midwinter Selection Meeting (to be on the discussion list, a book must be nominated. See below). Committee members are expected to identify, obtain, read, and consider other eligible titles as a matter of routine. Committee members are expected to suggest strong titles as a matter of routine.

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

NOMINATION PROCESS

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

deemed to be the strongest contenders based on the award criteria. They are also required to provide a written justification statement for each book nominated.

The nomination process serves several important functions. It requires committee members to identify the strongest contenders. It also measures support for titles. The written justifications serve as preparation for oral discussion at the Midwinter Selection Meeting by providing practice in how to succinctly state points that speak to the award criteria. (Justification statements are usually no more than 100 words). Refer for Part IV, "*Justification Statement: Sample.*"

Nominations are submitted according to an established nomination ballot form. The Chair either provides a template of the form by e-mail or asks committee members to re-create the form for themselves. Refer to Part IV, "*Nomination Ballot (#1): Sample*" and "*Nomination Ballot (#2): Sample.*"

In submitting their ballots, committee members do not rank their nominations in order of preference. This practice helps discourage early judgments, and it underscores the importance of Midwinter discussion. Nominated books form the Midwinter book discussion list in addition to the titles that appear on the suggestion list for books published late in the year (December).

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

Nomination deadlines are listed on the calendar established at the beginning of the year. Nominations and justification statements are submitted to the Chair by e-mail to meet designated deadlines. Nominations and justification statements sent by U.S. mail or FAX must be **received** by those designated deadlines.

For each set of nominations, the Chair compiles a list of the nominated titles, indicates the number of nominations for each title, attributes nominations to committee members, and distributes the list to committee members. After the second round of nominations, the Chair distributes a cumulative list of nominated titles. (These two lists may be combined). For each set of nominations, the Chair also sends the justification statements to committee members.

The Chair works as quickly as possible to get the nomination lists and justification statements distributed to committee members. Turn around time is a week or less. At the same time, nomination lists are also forwarded to the ALSC Awards Coordinator.

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

After the subsequent rounds of nominations, it becomes easier for the committee to make comparisons among nominated titles and to weigh relative strengths and weaknesses with regard to the award criteria.

It is possible to make further suggestions once the nomination process is complete. Such suggestions appear on the Midwinter discussion list. These further suggestions allow committee members to move forward books published late in the year. The chair will make a call after the December nomination ballots results have been returned and prior to the Midwinter Meeting.

The nomination process focuses attention on particular titles. It does not limit the committee's reading. Committee members are expected to identify, read, and consider other eligible titles as a matter of routine. Committee members also are expected to move strong titles forward through the suggestion process and the nomination process as a matter of routine.

In summary, it is the responsibility of committee members to make nominations and submit written justification statements by the designated deadlines and to consider carefully all nominations, justification statements, and further suggestions moved forward after the nomination process is complete.

PARTICIPATION OF ALSC MEMBERSHIP

It is especially important to develop interest in the award and in informational books in general. ALSC members-at-large are encouraged to participate in the selection process by submitting titles for consideration to the Chair.

The ALSC Program Officer will post a notice on the ALSC website, in the newsletter *ALSCconnect*, and in *Children and Libraries: The Journal of the Association for Library Service to Children* asking for membership suggestions. It is the responsibility of the Chair to call for titles to consider several times during the year through the ALSC-L electronic discussion list and ALSC blog. In addition, the Chair may call for titles to consider on other electronic discussion lists having to do with children's literature. On an individual basis, committee members have the responsibility to encourage other ALSC members to select books for consideration. This is important because only books nominated by the committee are discussed at the Midwinter selection meeting. Committee members will consider suggestions from ALSC members-at-large when making monthly suggestions and official nominations.

Titles submitted for consideration by members-at-large are forwarded to the Chair. The Chair distributes this information to committee members in a timely manner.

The Chair and other committee members promote interest in the award in a number of ways. They:

- Encourage ALSC members-at-large to submit titles for consideration throughout the year.
- Encourage and/or organize mock Sibert Award book discussions. (Results are welcomed by the committee).
- Talk about the award within the children's book community, at schools, and at state and local library conferences.
- Encourage discussion of eligible books on appropriate electronic discussion lists before selection and of the winners after selection.
- Interest local news media in covering the award.

It is recommended that the Chair establish contact with the Chairs of Newbery, Caldecott, and Notable Children's Book Committees in order to share common concerns and provide mutual support.

COMMITTEE PARTICIPATION

The selection process depends on the full participation of committee members. Therefore, it is important for all committee members to identify, obtain, read and consider eligible books; meet designated suggestion and nomination deadlines; communicate with the Chair as needed; participate in electronic discussions as needed; and contribute to discussion at required meetings.

ALSC is grateful for the full participation of committee members. In recognition of their commitment, the Chair sends a letter of appreciation to the employers/supervisors of committee members at the conclusion of committee service. Refer to Part IV, "*Employee Address Request Form: Sample*," "*Letter to Committee Members' Employers/Supervisors (#1): Sample*."

In addition, committee members sometimes notify employers/supervisors about their work on the Sibert Committee independently. Also, they often notify local newspapers, professional organizations, and/or their own alumni organizations of their work. The resulting notice underscores individual participation as well as the work of ALSC and ALA. Refer to Part IV, "*News Release Form: Sample*."

At the Annual Conference, the committee usually practices book discussion from a short list of suggested titles. At the Midwinter Selection Meeting, full discussion of books under consideration is central to the selection process. For these book discussions, committee members are asked to adhere to helpful guidelines:

- Speak loudly and clearly.
- Speak to the group as a whole. Refrain from private conversations during the meetings.
- Speak briefly and to the point. That is, speak only to the terms, criteria and definitions of the Sibert Award. Avoid plot summaries, personal anecdotes, and generalities such as “This is a nice book.”
- Listen openly to other committee members.
- Respond thoughtfully to what others have to say.
- Make comparisons but only in relationship to other eligible books. That is, do not compare a book with an author’s body of work or with books published before the year under consideration.

FIRST MIDWINTER MEETING

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

Chair Responsibilities

It is the responsibility of the Chair to:

- Check with the ALSC office on

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

- Notify

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

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

- Provide

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

Reports

One month prior to Annual Conference and Midwinter Meetings, the Chair prepares and submits a Committee Agenda Cover Sheet (form D.1 in the Division Leadership Manual) and attaches the agenda. After the Annual Conference and Midwinter Meetings, the Chair prepares and submits a Post-Conference Report (form D.2 in the

Division Leadership Manual), detailing the committee’s work. This is due within three weeks of the end of conference.

**FIRST ANNUAL CONFERENCE MEETING
(PRIOR TO THE MIDWINTER SELECTION MEETING)**

The Annual Conference is important. It allows the committee time to prepare for the work ahead. The committee does not engage in the actual selection process. Selection takes place at the Midwinter Selection Meeting. The Chair will provide a short list of suggested titles that will allow the committee to practice its discussion process. In addition, the meeting(s) may be used for information sharing, problem-solving, and preparation for the selection meetings at Midwinter Meeting.

Preparation

Committee members and the Chair are responsible for making careful preparations for the Annual Conference Meeting.

Committee Member Responsibilities

It is the responsibility of committee members to:

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

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

Chair Responsibilities

It is the responsibility of the Chair to:

- **Notify**

	The committee members about the times and locations of meetings.
--	--

- **Establish**

	A short list of suggested titles for practice book discussion.
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- **Check with the ALSC office about:**

	Meeting schedule as soon as possible. Work on scheduling concerns.
	Meeting room arrangement as soon as possible. A conference set-up is usually requested. Due to the high cost, ALSC is unable to provide computer and Internet service in Award meeting rooms. However, if you require Internet access for committee work while at Midwinter, you may use part of your committee budget to pay for Internet access in your hotel sleeping room (usually \$10.00 per day; refer to the Division Leadership Manual for reimbursement procedures).

- **Arrange for**

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

- **Provide**

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

Agenda

The agenda at Annual Conference includes:

- An opportunity for committee members to become re-acquainted.
- Discussion of terms, criteria, and definitions for medal and honor books. Such discussion will help focus the committee’s critical thinking so that at the Midwinter selection meeting, members will be familiar with critical standards of each committee member.
- Discussion of procedures to be used by the committee during the remainder of the year and at the Midwinter Selection Meeting. Including a projected time line for the remainder of the year and a review of the preliminary nominations process and writing statements of support for titles. Each committee needs to discuss ways in which the members are most comfortable communicating how they plan to use e-mail with regard to confidentiality issues throughout the year.
- Review of responsibilities for committee members and the Chair.
- Discussion of the importance of full participation by committee members and the Chair.
- Discussion of what steps to take should full participation be impossible (e.g., how to tender a resignation).
- Review role of the Priority Group Consultant. At the discretion of the Chair, the Priority Group Consultant is invited to address the committee.
- Discussion of criteria for evaluating informational books in general. At the discretion of the Chair, an expert is invited to address the committee.
- Practice book discussion using a short list of suggested titles.

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

Book Discussion

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

Report

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

MIDWINTER DISCUSSION LIST

All eligible books are considered throughout the year leading up to the Midwinter Selection Meeting. All eligible books remain under consideration up to the beginning of the Midwinter Selection Meeting.

Book discussion at the Midwinter Selection Meeting is limited to an established list of books. The following parameters apply:

- The Midwinter Discussion List is established using titles of books nominated by committee members as well as titles that qualify as late publications and that have been suggested by committee members.
- No books may be added to the discussion list once the Midwinter Selection Meeting begins. Therefore, it is important to adhere to all deadlines.

MIDWINTER SELECTION MEETING

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

Preparation

Committee members and the Chair are responsible for making careful preparations for the Midwinter Selection Meeting as listed below.

Committee Member Responsibilities

It is the responsibility of committee members to:

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

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

Chair Responsibilities

It is the responsibility of the Chair to:

- **Notify**

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

- **Establish**

	A Midwinter book discussion list.
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- **Check with the ALSC office on:**

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

- **Arrange for**

	Access to the meeting room. The committee usually has an exclusive use room during the Midwinter Selection Meeting. The ALSC office will notify you on how to obtain key in early January.
	Biographical information on authors represented on the discussion list. Work with the committee. The Chair may ask committee members to bring such information for the authors of books that they formally introduce into discussion.
	A second set of books under consideration. Work with the committee. The Chair asks committee members to bring books that they are introducing into discussion. The result is having two sets of books which is helpful for purposes of re-reading and for writing the press release.
	Secretary and tellers (2).

- **Attend**

	ALA YMA Press Conference Informational Meeting. The meeting is usually held on Friday evening. The committee is responsible for creating and submitting a press release for the Sibert Award and Honor selections.
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- **Provide**

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

Agenda

Introductions

Reintroduce committee members.

Jobs

Explain roles of secretary and tellers. Prior to the Midwinter Selection Meeting, several committee members are asked by the Chair to serve in these roles:

- **Secretary:** Takes minutes on order of business and all procedural matters. No minutes are kept on book discussions or balloting. The secretary turns in the minutes to the Chair at the end of the Midwinter Selection Meeting. The Chair submits the minutes to the Executive Director with the committee's post-conference report and distributes to committee members.
- **Tellers (2):** Tabulate and double-check all selection ballots and tally sheets. The tellers turn all selection ballots and tally sheets over to Chair after the Midwinter Selection Meeting. The Chair turns the selection ballots and tally sheets over to the Executive Director at the conclusion of Midwinter. The ballots and tally sheets are destroyed and the minutes are placed in the ALSC Archives as the record of the committee's actions.

Discussion of Voting Procedures:

Discuss voting procedures for winner and possible honor books.

- Review voting procedure for selecting the winner. See below.
- Decide order for discussion of books, ordinarily alphabetical by author unless similar titles are considered together.
- Review possible voting procedures for selecting honor books should the committee decide to do so. See below.

Book Discussion

Books are discussed one by one in the first round of discussion. After all books have been discussed, it is possible to re-open discussion on selected titles before moving to a selection ballot. Important guidelines apply:

- Discussion is focused first on a book's strengths before its weaknesses.
- Discussion is as even-handed as possible. Books do not always require the same length of discussion.
- Discussion is meaningful, that is, based on the award criteria.
- Discussion of each book concludes with a closing statement from the committee member who introduced it formally into discussion. This practice provides for balance—the negative and the positive. (optional)

Balloting

When there is consensus that all the books on the discussion list are fully discussed, the committee proceeds to a selection ballot. Refer to Part IV, "*Selection Ballot: Sample*" for a sample selection ballot. Certain procedures apply:

- Committee members list first, second, and third place votes for the award on a selection ballot.
- In tabulating ballot results, the tellers assign four points to each first place vote, three points to each second place vote, and two points to each third place vote.

There is a formula to determine the winner.

A book must receive at least five first place votes at four points per vote for a total of 20 points. In addition, that book must have a five point lead over the book receiving the next highest number of points.

Tally

Once balloting is complete, the tellers tabulate the results. Refer to "Part IV, *Voting Tally Sheet: Sample*" for a sample tally sheet. The tabulations are double-checked, and the Chair reads the results aloud to the committee. Depending on the results, certain steps are taken:

- If there is a winner, the committee proceeds to considering whether or not to select honor books. The same voting procedure is used as for the award winner.
- If the first ballot does not produce a winner, the committee follows procedures for re-balloting.

Re-Balloting

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

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

Selection of Honor Books.

Once a winner is selected, the issue of honor books is addressed. The terms of the award provide parameters:

- There is no requirement that honor books be named.

- There is no rule dictating the number of honor books to be named.
- There is the expectation that honor books be truly distinguished, not merely strong contenders for the award.

The committee first considers whether or not to select honor books. If it decides there are to be none, the selection process is complete. If honor books are to be chosen, the selection process proceeds. At this point, certain choices present themselves:

- Whether or not to use the winning selection ballot to choose honor books. The committee looks at titles with the next highest number of points.
- Whether or not to ballot one more time. Only one additional ballot is allowed. The honor book selection ballot consists of titles from the winning selection ballot that received points. (Of course, the winner is eliminated). By consensus, titles with no remaining support also may be withdrawn.

The committee studies the ballot tally (either from the winning selection ballot or from one subsequent ballot on honor books), and the committee determines which books committee members deem to be truly distinguished.

Honor books are announced to the public in alphabetical order by author to confer equal status for all.

MIDWINTER: AFTER SELECTION

Once the committee completes the selection process, there is still work to be done.

Review of Confidentiality Policy

It is imperative for committee members to maintain secrecy regarding the selection outcome prior to the ALA YMA Press Conference. It is also important for committee members to be mindful of confidentiality issues going forward.

The committee's reasons for selection of the winner and honor books are explained by the Chair who is responsible for preparing the press release for PAO.

The above rules are not intended to limit the free speech of committee members. Rather, the rules are intended to protect the privacy of committee members, allowing them to speak frankly in closed meetings and to speak for themselves outside of those meetings. Confidentiality is intended to foster debate leading up to selection and to present unanimity once the selection is announced.

Employees of the winners' publishing companies are informed of the committee's selections when the ALSC Executive Director contacts them to obtain author(s)/illustrator(s) contact information. The winners are notified shortly after by the committee.

It is imperative for committee members and for the winning authors and their publishers to keep secret the selection outcome prior to the ALA YMA Press Conference. Maintaining secrecy minimizes "information leaks" and misinformation. Maintaining secrecy also ensures the stature of the award and preserves the element of surprise.

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

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

3. The number of ballots necessary for any decision or the vote in any balloting.

Preparation of Information for Press Release

The committee re-convenes after the selection process is complete to prepare a press release for PAO for.

Responsibilities are:

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

Award and Honor Notification Phone Calls

Usually on Sunday evening, the Chair and committee notifies the winning author(s) and publisher(s) by phone. Calls are made from a committee members' hotel room so that they are made privately and confidentiality is maintained prior to the announcement.

- Check with hotel to see if speakerphone capability exists on guest room phone. If you are not able to find a hotel that has speaker phone option on guest room phones, then check with committee members' to see if anyone's cell phone has speaker phone option. If the committee incurs phone charges from a hotel phone, follow the reimbursement process in the Division Leadership Manual.
- Depending upon the Executive Director's schedule, publishers are contacted late Sunday afternoon or early evening to obtain author/illustrator phone numbers. Once all phone numbers have been obtained for your awardees (probably after 5:30 depending on publisher availability), the Chair will receive notice to return to the PAO office to pick up the phone numbers.
- You can make your calls anytime after receiving the numbers but please do be mindful of the time zone you are calling from and to.
- You will receive a call sheet with the appropriate phone numbers and tips for placing the call (how to introduce yourself, what to do if no one answers, etc.).
- It is not uncommon for an author/illustrator to be unavailable by phone and the announcement made without their knowledge.

ALA Youth Media Awards Press Conference

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

At the ALA YMA Press Conference, the President announces the winner of the Sibert Award and, if chosen, the honor books. Other award announcements include the Batchelder, Belpré, Caldecott, Carnegie, Coretta Scott King, Geisel, Newbery, Odyssey, Printz, Schneider, and, in appropriate years, Wilder Award. Seats are usually reserved for the

various committees at the front of the room. Committee members are usually asked to stand for recognition when the award is announced.

Recommendations

After the selection process is complete, if it so chooses, the Chair and the committee may make recommendations regarding selection policies, practices, and procedures. These recommendations should be incorporated into the committee's post-conference report and go to the new Chair, President, Vice-President, Priority Group Consultant, and Executive Director. The recommendations cover internal changes, changes in the working relationship with the ALSC staff, and/or matters requiring Board action.

AFTER MIDWINTER SELECTION MEETING

Public Relations

Committee members work with their local news media in publicizing ALSC awards and other ALA children's book awards. If interviewed, committee members emphasize the importance of distinguished informational books for children, the award criteria, and the committee's reasons for its choices as stated in the press release. Committee members are free to express their own views on particular books, but they need to be mindful of confidentiality issues.

Correspondence

The Chair handles correspondence specific to his/her committee's selection and work. In particular, the Chair sends a letter of appreciation to the employers/supervisors of committee members. Refer to Part IV, "*Letter to Committee Members' Employer/Supervisor (#2): Sample.*"

Report

After the Annual Conference and Midwinter Meetings, the Chair prepares and submits a Post-Conference Report (form D.2 in the Division Leadership Manual), detailing the committee's work. This is due within three weeks of the end of conference.

Preparation for the Award Presentation

The Chair works with the ALSC Executive Director to make necessary arrangements for presentation of the award. Communication with the winning author(s)/illustrator(s) and publisher(s) is paramount. The office will send letters of congratulation to the winners and publishers. The Chair may also send notes of congratulation if desired. It is also important to extend an invitation to the Award Presentation to representatives from Bound-To-Stay-Bound Books.

In addition, the Chair prepares remarks for the award presentation at the Annual Conference (see below)

AWARD PRESENTATION

At the Annual Conference following the Midwinter Selection Meeting, the Sibert Award is presented at the ALSC Awards Presentation and Annual Membership Meeting usually held on Monday morning. The winner receives a bronze medal, and the honor book authors receive certificates mounted on plaques. Although committee members are not required to be present, most find a special satisfaction in being part of the audience on this important occasion.

In making the award presentation, the Chair:

- Introduces committee members.
- Introduces any representative(s) from Bound-to-Stay-Bound Books if present.
- Makes prepared remarks, explaining why the committee deemed the winning book and, if chosen, the honor books as truly distinguished with regard to the award criteria.
- Introduces the winning author and, if chosen, the honor book authors and presents the awards to them. A medal is given to the winner and certificates to the honor book winners.

PART III: ROLES AND RESPONSIBILITIES

INTRODUCTION

COMMITTEE CHAIR

PRIORITY GROUP CONSULTANT

ALSC STAFF

ALSC MEMBERSHIP

ALSC BOOK AWARD AND NOTABLE CHILDREN'S BOOKS COMMITTEE

CHAIRS

ALSC BOARD

ALSC PRESIDENT

PUBLIC AWARENESS OFFICE (PAO)

INTRODUCTION

The Sibert Committee is responsible for selecting the award winner and, if it so chooses, honor books. The Sibert Committee Manual describes the policies, practices, and procedures that guide the selection process. It describes the roles and responsibilities of committee members and of the Chair as well.

The Chair, the Priority Consultant, ALSC (staff, membership, award and Notable Children’s Books Committee chairs, the ALSC Board, and the ALSC President), and the ALA Public Awareness Office have specific roles and responsibilities. The checklists below with those roles and responsibilities are comprehensive but not exhaustive:

COMMITTEE CHAIR: RESPONSIBILITIES

General

	Sends welcome letter to members with procedural information.	ASAP
	Establishes calendar for year and distributes it to committee.	ASAP
	Creates a mail roster (work, home, e-mail, fax with preferences) based on roster information received from the ALSC office.	ASAP
	Communicates with the ALSC Executive Director about meeting schedules and room arrangements for Annual and Midwinter meetings.	on-going
	Keeps in touch with committee members about which books are not readily available	on-going
	Notifies publishers about which books committee members have not seen.	on-going
	Solicits suggestions/distributes suggestions list to committee. After first round of suggestions, distributes cumulative lists as well.	monthly
	Calls for nominations and justification statements/distributes nomination lists and justification statements to committee. After each round of cumulative list of nominations, distributes list of nominated titles.	Oct, Nov, Dec
	Invites ALSC members-at-large to submit titles for consideration through the ALSC-L Electronic Discussion List and ALSC Blog (optional: other electronic discussion lists related to children’s literature).	on-going
	Distributes lists of titles for consideration submitted by ALSC members-at-large to committee.	on-going
	Starting in September, sends suggestions lists and nomination lists to the ALSC Executive Director.	Sep - Jan
	Maintains database of suggestions and nominations to include titles of all books suggested and nominated (author, publisher, illustrator); # of suggestions; # of nominations; date of suggestion and nomination; names of those suggesting and nominating each title; and committee member assigned to introduce formally books into discussion at Midwinter Selection Meeting.	on-going
	Consults with Priority Group Consultant on procedural and personnel issues and on eligibility questions.	on-going
	Answers all correspondence promptly (committee, ALSC, and general).	on-going
	Copies appropriate correspondence to committee members, Executive Director, ALSC President and Vice-President, and Priority Group Consultant.	on-going
	Facilitates committee e-mail discussions as needed.	on-going
	Sends appreciation letters to committee members’ supervisors at outset and conclusion of service	
	Works with committee members not fully participating and after consultation with Priority Consultant, recommends resignation.	on-going
	Attends award/notable chair orientation meetings.	Jan & Jun
	Attends Division Leadership meetings as schedule permits.	on-going

Annual Conference (before Midwinter Selection Meeting) and Midwinter Selection Meeting

Works with ALSC office on all meeting arrangements: scheduling, room assignment, discussion books to be provided (Midwinter Selection Meeting only), etc.	on-going
Notifies committee members as to meeting schedule and place.	ASAP
Sets agendas for Annual and Midwinter Meetings/distributes proposed agendas to committee ahead of meetings.	May and Dec
Develops and distributes roster of committee members' hotel addresses for communication.	May and Dec
Prepares and distributes list of books to be discussed to committee members and the ALSC Executive Director.	May and Dec.
Prepares information packets for committee members with agendas, discussion lists discussion guidelines, etc.	May and Dec
Keeps committee members and ALSC office informed of late suggestions.	Dec and Jan
Conducts Annual and Midwinter Selection Meetings.	
Assigns committee secretary (prior to meetings).	June and Jan
Assigns tellers (prior to Midwinter Selection Meeting).	Midwinter
Brings necessary supplies/equipment (ballots, name tents, tally sheets, office sundries, calculator, computer, camera, thesaurus, etc).	prior to Annual and Midwinter
Arranges for committee members to introduce formally books into discussion.	May and Dec
Arranges to have biographical information on strong contenders available at Midwinter. Usually ask committee members to start compiling after first round of nominations.	prior to Midwinter
Gathers phone numbers for authors of books considered strong contenders to back up ALSC staff (optional).	prior to Midwinter
Asks committee members to make recommendations regarding policies, practices, and procedures. Recommendations cover internal changes, changes in the working relationship with ALSC staff and PAO, and/or matters requiring Board action.	at end of Midwinter Selection Meeting
Attends ALA YMA Press Conference briefing. Usually on Friday evening.	Midwinter Selection Meeting
Oversees preparation of press release for PAO/submits in designated format along with winning books to PAO by designated deadline.	Midwinter Selection Meeting
Submits ballots and tally sheets to ALSC Executive Director. Usually leave in a sealed envelope, marked "Attn: ALSC Executive Director" when turn in press release.	Midwinter Selection Meeting
With committee, notifies winners and their publishers by phone usually on Sunday evening.	Midwinter Selection Meeting
Attends ALA YMA Press Conference with committee members.	Midwinter Selection Meeting

After Midwinter Selection Meeting

Sends appreciation letters to committee members and to committee members' employers/supervisors.	after Midwinter
Prepares and submits committee report and minutes on Annual and Midwinter meetings for ALSC President, Vice-President, Executive Director, and Priority Group	after Annual and

Consultant	Midwinter Selection meetings
Contacts publishers of winning books to answer questions about the award presentation and make sure authors are clear on arrangements.	after Midwinter
Checks with ALSC Executive Director to make sure Bound-To-Stay-Bound representative(s) receives formal invitation.	after Midwinter
Invites committee members to award presentation.	after Midwinter
Prepares comments for award presentation.	after Midwinter

Annual Conference (after Midwinter Selection Meeting)

Greets award winners and publishers.	Awards Presentation
Introduces committee members to audience as part of award presentation.	Awards Presentation
Introduces any representative(s) from Bound-To-Stay Bound Books to audience as part of award presentation.	Awards Presentation
Presents Sibert Award and Honor Book awards, prefaced by prepared remarks about why each book was selected.	Awards Presentation

PRIORITY GROUP CONSULTANT: RESPONSIBILITIES

Assists Chair with procedural, personnel, and eligibility questions.	on-going
Assists members with unusual issues, particularly those having to do with Chair.	on-going
Facilitates incoming Award/Notable Chair Orientation meeting at 1 st Midwinter and Annual.	Jan & June
Attends committee meeting at Annual Conference to explain role (at request of Chair).	June

ALSC STAFF: RESPONSIBILITIES

General

Checks eligibility for membership of committee appointments. (Prog. Coord)	Prior to invite
Notifies members appointed by President. (ED & PC)	@ Nov. in year before work begins
Provides publishers with a mail roster of committee members. (ED)	ASAP
Maintains a collection of all books suggested and nominated for the award based on lists sent by Chair. (ED)	on-going
Works with Chair on meeting schedule and meeting room arrangements for Annual (prior to Midwinter Selection Meeting) and Midwinter Selection Meeting. (ED)	on-going
Assists with call for ALSC members-at-large to submit titles for consideration. Information placed in ALSC publications and ALSC website. (Communications Officer-CO)	on-going

Annual Conference (before Midwinter Selection Meeting) and Midwinter Selection Meeting

Provides one copy of each book on discussion lists/notifies Chair of any books that cannot be provided. (ED)	Dec./Jan.
Arranges for Chair to have key to meeting rooms. (ED)	Midwinter

	Provides phone numbers for winning author(s) and/or publishers. (ED)	Midwinter
	Works with PAO on arrangements for announcement: phoning winners, ALA YMA Press Conference, press release, distribution of press release in print and on ALSC website, etc. (ED, CO)	Midwinter
	Works with President on ALSC portion of the ALA YMA Press Conference. (ED)	Midwinter

After Midwinter Selection Meeting

	Works with winners and their publishers regarding award presentation and winner’s speech. (ED)	after Midwinter
	Works with winner’s publisher to arrange for printed award presentation program.(ED)	after Midwinter
	Works with President on arrangements for award presentation. (ED)	after Midwinter
	Handles office correspondence related to the awards. (ED)	On-going
	Contacts representative(s) of Bound-To-Stay Bound Books to issue formal invitation to award presentation. (ED)	after Midwinter
	Arranges for medal and certificates. (ED)	after Midwinter
	Updates ALSC website with new winner information (CO)	after Midwinter
	Provides Chair with information on award presentation (timing, what needs to be covered, etc). (ED)	after Midwinter

Annual Conference (after Midwinter Selection Meeting)

	Brings award and certificates to Conference.	Annual
	Handles last minute details related to award ceremony.	Annual

ALSC MEMBERSHIP: ROLE

	Elects five members of the committee.	Spring prior to year of evaluation
	Submits titles for consideration.	on-going
	Promotes community interest in the award/distributes information about award.	on-going
	Promotes and participates in mock Sibert Award discussions and discussions about informational books.	on-going
	Attends award ceremony as part of Awards Presentation and Annual Membership Meeting	Annual after Midwinter Selection Meeting

ALSC BOOK AWARD (NEWBERY AND CALDECOTT) AND NOTABLE CHILDREN’S BOOK COMMITTEE CHAIRS: ROLE

	Confer with Chair about common concerns and provide mutual support (optional).	on-going
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ALSC BOARD: RESPONSIBILITIES

	Regularly, and on request, reviews, reaffirms, and/or changes terms and procedures	on-going
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for award selection.	
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ALSC PRESIDENT: RESPONSIBILITIES

Appoints four committee members plus a Chair	Spring (Chair) and Fall (members) prior to evaluation year
Fills vacancies as needed.	on-going
Deals with conflict of interest or with problem of committee member participation in consultation with the Executive Committee and Priority Group Consultant.	on-going
Promotes the award along with others.	on-going
Announces the ALSC awards at the ALA YMA Press Conference and convenes during the year ALSC is assigned.	Midwinter Selection Meeting
Presides over ALSC Awards Presentation and Membership Meeting	Annual (after Midwinter Selection Meeting)

PUBLIC AWARENESS OFFICE (PAO): RESPONSIBILITIES

Provides guidelines for preparation of press release— explanation of why books are truly distinguished and biographical information on winning author(s).	prior to Midwinter Selection Meeting
Designates format and deadlines for submission of press release/books needed to fact check press release.	prior to Midwinter Selection Meeting
Distributes press release in print immediately after ALA YMA Press Conference and for ALSC web page based on information submitted by committee.	Midwinter Selection Meeting
Briefs Chair on ALA YMA Press Conference.	Midwinter Selection Meeting
Provides space and facilitates scheduling of committee’s group photograph.	Midwinter Selection Meeting
Arranges for ALA YMA Press Conference.	Midwinter Selection Meeting

PART IV: SAMPLES

Calendar: Sample

Employer/Supervisor Information Form: Sample

Letter to Committee Members' Employers/Supervisors (#1): Sample

News Release Form: Sample

Award Announcement/Call for Suggestions: Sample

Note-taking Form: Sample

Nomination Ballot (#1): Sample

Nomination Ballot (#2): Sample

Justification Statement: Sample

Midwinter Discussion List: Sample

Selection Ballot: Sample

Voting Tally Sheet: Sample

Press Release (to be included in hard copy/link on line): Sample

List of Past Sibert Winners

ROBERT F. SIBERT INFORMATIONAL BOOK AWARD

Calendar: Sample

2001 ROBERT F. SIBERT INFORMATIONAL BOOK AWARD

Calendar
2000-2001

January/February	ALA Midwinter Meeting: first committee meeting. Optional Attendance
May 2	Suggestions due*
June 6	Suggestions due*
July 8 July 9	ALA Annual Conference, Chicago, Illinois Award Organization and Discussion (mandatory attendance) Meetings, 2-4 p.m., place TBA
August 1	Suggestions due*
September 5	Suggestions due*
October 3	Suggestions due*
October 10	NOMINATIONS #1 due (use form #1)**
November 7	Suggestions due*
November 14	NOMINATIONS #2 due (use form #2)
December 5	Suggestions due*
December 12	NOMINATIONS #3 due (use form #3)**
January 2	Suggestions due (for late submissions only)
January 12-17	ALA Midwinter Meeting, Washington, D.C. Award Selection (mandatory attendance)
June 14-20	ALA Annual Conference, San Francisco, California Award Presentation, ALSC Membership Meeting (optional attendance)

*Suggestions are due on the first Tuesday of each month beginning in May with the exception of July.

**Nominations are due on the second Tuesday of October, November, and December

ROBERT F. SIBERT INFORMATIONAL BOOK AWARD

Employer/Supervisor Information: Sample

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

your name

Supervisor's Name

Supervisor's Title

Name of Institution

Mailing Address

Supervisor's Name

Supervisor's Title

Name of Institution

Mailing Address

ROBERT F. SIBERT INFORMATIONAL BOOK AWARD

Letter to Employer / Supervisor #1: Sample

March 3, 2001

Dear _____,

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

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

Winner:

SIR WALTER RALEGH AND THE QUEST FOR EL DORADO by Marc Aronson (Clarion).

In addition, there are four Honor Books.

THE LONGITUDE PRIZE by Joan Dash (Farrar, Straus & Giroux)

BLIZZARD by Jim Murphy (Scholastic Press)

MY SEASON WITH PENGUINS: AN ANTARCTIC JOURNAL by Sophie Webb (Houghton Mifflin)

PEDRO AND ME: FRIENDSHIP, LOSS AND WHAT I LEARNED by Judd Winick (Henry Holt)

This was an exciting pioneer assignment. Not only did the Committee select a winner and Honor Books, the Committee also established procedures and standards for the future.

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

The Sibert Committee met in July at the ALA Annual Conference in Chicago. We met in Washington, D.C. in January to make our selections. The awards will be presented at the ALSC Membership Meeting in San Francisco in June 2001.

On behalf of ALSC I thank you for your support during this exciting first year of the Sibert Award. _____ was instrumental in launching the award and setting the highest standards in terms of process and informational books.

Thank you again for your support of _____ and the 2001 Robert F. Sibert Informational Book Award.

Sincerely,

Chair, 2001 Robert F. Sibert Informational Book Award Committee

ROBERT F. SIBERT INFORMATIONAL BOOK AWARD

News Release Form: Sample

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

From: _____

FOR IMMEDIATE RELEASE

_____ is named to position in National Library Group.

your name and/or position

_____ will serve as _____ on the

your name

position (member or chair)

Robert F. Sibert Informational Book Award Committee. The Committee is charged with selecting annually the most distinguished informational book for children published in the United States. Honor Books may be named. The Sibert Committee operates under the direction of the Association for Library Service to Children, a division of the American Library Association.

Include a brief statement of your professional responsibilities/activities.

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

The Association for Library Service to Children is concerned with

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

ROBERT F. SIBERT INFORMATIONAL BOOK AWARD

Award Announcement/Call for Suggestions: Sample

The Chair calls on ALSC members-at-large to submit titles for consideration by the committee. The Chair posts an announcement on the ALSC-L electronic discussion list and on the ALSC Blog several times during the year. The Chair may also solicit suggestions from other electronic discussion lists literature. An example:

In-Put Wanted: The ALSC/Robert F. Sibert Informational Book Award Committee is asking the ALSC membership to submit titles for consideration. The Sibert Award is presented annually to the author, author/illustrator, co-authors, or author and illustrator of the most distinguished informational book published during the preceding year. Honor Books may be named.

Informational books are defined as those written and illustrated to present, organize, and interpret documentable factual material for children from birth through age fourteen. (Poetry and traditional literature are not eligible). Authors and illustrators must be U.S. citizens. For other terms and criteria, please refer to the ALSC website.

The award will be announced at the ALA Youth Media Awards Press Conference during the ALA Midwinter Conference to be held in [Place, Month, Date]. The award will be presented at the ALSC Award Presentation and Membership Meeting during the ALA Annual Conference to be held in [Place, Month, Date].

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

Please send suggestions to _____ at _____.
Chair's name e-mail address

ROBERT F. SIBERT INFORMATIONAL BOOK AWARD

Note-taking Form: Sample Page 2

Features (index, table of contents, bibliography, glossary, graphics, author note, etc)

Child audience (respect for children’s understanding, abilities, and appreciation up to and including age fourteen)

Strengths

Weaknesses

Comments

The ALSC Informational Book Award shall be awarded annually to the author, author/illustrator, co-authors, or author and illustrator named on the title page of the most distinguished informational book published during the preceding year. There are no limitations as to the character of the book except that it be original work. Folktales and other traditional literature are not eligible. The award is restricted to authors and illustrators who are citizens or residents of the United States. The book must be published in the United States. Honor books may be named. They shall be books that are also truly distinguished.

Significant contribution is gauged by how well the work elucidates, clarifies and enlivens its subject. The committee considers overall accuracy, documentation, organization, visual material and book design.

Children's literature- defined as the body of books for a potential child audience. Such books display respect for children's understanding, abilities, and appreciation. Children range from birth through age fourteen. Books for the entire range are to be considered.

Distinguished- defined as noted for significant achievement; marked by quality; excellence, or eminence; distinctive.

- excellent, engaging, and distinctive use of language.
- excellent, engaging, and distinctive visual presentation.
- appropriate organization and documentation.
- clear, accurate, and stimulating presentation of facts, concepts, and ideas.
- appropriate style of presentation for subject and for intended audience.
- supportive features (index, table of contents, maps, timelines, etc)
- appropriate for child audience

Not every book relies equally on every element. The committee need not find excellence across the board, but rather in those elements relevant to the book. The book must be a self-contained entity, not dependent on other media for enjoyment. Sibert Award is presented to honor excellent presentation of information in books for children. The award is not presented for didactic intent or for popularity.

ROBERT F. SIBERT INFORMATIONAL BOOK AWARD

Nomination Ballot #1: Sample

**2010 ROBERT F. SIBERT
INFORMATIONAL BOOK AWARD**

Nomination Ballot #1 (three nominations due October X, 2XXX)

I recommend to the committee for consideration for the Robert F. Sibert Informational Book Award the following three titles (not in preferential order):

Author: _____

Title: _____

Publisher: _____

Illustrator: _____

Author: _____

Title: _____

Publisher: _____

Illustrator: _____

Author: _____

Title: _____

Publisher: _____

Illustrator: _____

name

date

On another page, please write your justification statements—your reasons for nominating these books with regard to the award criteria. (Statements are usually no more than 100 words). Be sure to add your name and the date to that page. Please single-space for easier reproduction by other committee members.

Nominations and justification statements are due on Tuesday, October X, 2XXX. (Delivery deadline for e-mail, U.S. Mail, and FAX as well).

E-mail address: _____ / FAX number: _____ Mailing address:

_____.

ALSC/ROBERT F. SIBERT INFORMATIONAL BOOK AWARD

Nomination Ballot #2: Sample

**2010 ROBERT F. SIBERT
INFORMATIONAL BOOK AWARD**

Nomination Ballot #2 (two nominations due November XX, 2XXX)

I recommend to the committee for consideration for the Robert F. Sibert Informational Book Award the following two titles (not in preferential order):

Author: _____

Title: _____

Publisher: _____

Illustrator: _____

Author: _____

Title: _____

Publisher: _____

Illustrator: _____

name

date

On another page, please write your justification statements—your reasons for nominating these books with regard to the award criteria. (Statements are usually no more than 100 words). Be sure to add your name and the date to that page. Please single-space for easier reproduction by other committee members.

Nominations and justification statements are due on Tuesday, November XX, 2XXX. (Delivery deadline for e-mail, U.S. Mail, and FAX as well).

E-mail address: _____ / FAX number: _____.

Mailing address: _____

ALSC/ROBERT F. SIBERT INFORMATIONAL BOOK AWARD

Nomination Ballot #3: Sample

**2010 ROBERT F. SIBERT
INFORMATIONAL BOOK AWARD**

Nomination Ballot #3 (two nominations due December XX, 2XXX)

I recommend to the committee for consideration for the Robert F. Sibert Informational Book Award the following two titles (not in preferential order):

Author: _____

Title: _____

Publisher: _____

Illustrator: _____

Author: _____

Title: _____

Publisher: _____

Illustrator: _____

name

date

On another page, please write your justification statements—your reasons for nominating these books with regard to the award criteria. (Statements are usually no more than 100 words). Be sure to add your name and the date to that page. Please single-space for easier reproduction by other committee members.

Nominations and justification statements are due on Tuesday, December XX, 2XXX. (Delivery deadline for e-mail, U.S. Mail, and FAX as well).

E-mail address: _____ / FAX number: _____.

Mailing address: _____

ROBERT F. SIBERT INFORMATIONAL BOOK AWARD

Justification Statement: Example

Each committee member nominates a total of seven books for the publishing year. A justification statement is prepared for each title nominated, and the statements are distributed to the committee by the Chair.

Actual justification statements are confidential. They are read only by committee members. Below is a sample justification statement, written by a past Chair for a title that appeared on the 1999 ALSC Notable Children's Books list and, in her opinion, is a book that would have been a likely contender for the award. Statements are usually no more than 100 words.

Freedman, Russell. **MARTHA GRAHAM: A DANCER'S LIFE**. Clarion Books.

Freedman tells the story of a creative genius, tracing her personal story and making clear the effect she had artistically on the world. His involving narrative incorporates quotes fluidly, and while there are no direct references for these quotes, their context is clear. Acknowledgements support Freedman's authority, and his selected, annotated bibliography serves to lead the young reader on. Purposefully selective photographs are stunningly reproduced, adding the perfect illustrative rhythm to the text. Photographers are credited wherever possible. This work is thorough and convincing, beautifully organized and designed, engaging and haunting.

name

date

ROBERT F. SIBERT INFORMATIONAL BOOK AWARD

Selection Ballot: Sample

SELECTION BALLOT

Ballot, Number _____

First Choice: _____

Second Choice: _____

Third Choice: _____

ROBERT F. SIBERT INFORMATIONAL BOOK AWARD

Press Release: Sample

Melissa Sweet wins 2012 Sibert Medal

For Immediate Release

Mon, 01/23/2012 - 09:26

Contact: [Macey Morales](#)

ALSC , Public Awareness Office (PAO)

DALLAS – Melissa Sweet, author and illustrator of “Balloons over Broadway: The True Story of the Puppeteer of Macy’s Parade” was named the winner of the 2012 Robert F. Sibert Medal for the most distinguished informational book for children published in 2011. The award was announced today by the Association for Library Service to Children (ALSC), a division of the American Library Association (ALA), during the ALA Midwinter Meeting held Jan. 20 – 24 in Dallas.

“Balloons over Broadway: The True Story of the Puppeteer of Macy’s Parade,” published by Houghton Mifflin Books for Children, an imprint of Houghton Mifflin Harcourt Publishing Company, is about Tony Sarg, the artistic inventor who conceived the huge balloons that float through New York City each Thanksgiving. Beginning at a very young age, his never-ending zeal for play and discovery delighted millions, and likewise, Sweet’s festive words, mixed media illustrations and thorough research, bring their own contagious joy to this celebration of his life’s creative process.

“Sweet’s book rose above all others this year by brilliantly showing and telling the story of one person’s ideas with passion and panache, demonstrating the very best of what an informational book can be,” said Sibert Medal Committee Chair Andrew Medlar.

Melissa Sweet grew up in New Jersey, attended Kansas City Art Institute, and currently lives in Maine. She has created dozens of diverse children’s books and is a recipient of a 2009 Caldecott Honor Award for her illustrations in “A River of Words: The Story of William Carlos Williams.”

The Sibert Medal Committee selected four Honor Books:

"Black & White: The Confrontation between Reverend Fred L. Shuttlesworth and Eugene ‘Bull’ Connor," written by Larry Dane Brimner and published by Calkins Creek, an imprint of Boyds Mills Press, Inc.

This powerful examination of a crucial dichotomy in the civil rights movement focuses on two polar opposites—one man committed to ending segregation, and one just as determined to see it maintained—with visual elements as arresting as the stimulating words.

Brimner resides in Tucson, Arizona, and has written over 100 books for children in a career spanning a quarter of a century.

"Drawing from Memory," written and illustrated by Allen Say and published by Scholastic Press, an imprint of Scholastic Inc.

Say, an esteemed children’s book creator, engagingly relays his early training, including the influences of his family and his artistic sensei, by filling his distinct scrapbook format with captivating text and dynamic illustrative styles, from watercolors to comics, which exudes enthusiasm and talent.

Say, winner of the 1994 Caldecott Medal for “Grandfather’s Journey”, draws inspiration from his childhood in Japan, and currently lives in Portland, Oregon.

"The Elephant Scientist," written by Caitlin O'Connell and Donna M. Jackson, photographs by Caitlin O'Connell and Timothy Rodwell and published by Houghton Mifflin Books for Children, an imprint of Houghton Mifflin Harcourt Publishing Company.

Power-packed photos and prose transport readers to the dusty world of African elephants and a woman who studies such large mysteries as how they use their feet and trunks to communicate with other animals and sense distant thunder. Throughout, O'Connell, Jackson, and Rodwell keep readers constantly engaged with curiosity sparked by the latest discoveries from the field.

Dr. O'Connell serves on the faculty of the Stanford School of Medicine; Jackson is a Colorado resident; and Dr. Rodwell lives in San Diego, Calif.

"Witches!: The Absolutely True Tale of Disaster in Salem" written and illustrated by Rosalyn Schanzer and published by the National Geographic Society.

Whether being introduced or reintroduced to the topic, readers will be stunned by the research and accusations in this pivotal drama of American history. With a size reminiscent of a prayer book and startling scratchboard-style illustrations, this work of art presents an account of our past and asks questions of our future.

Schanzer, a widely traveled author, swimmer and photographer, is a nationally honored artist based in Virginia.

The award was established by ALSC and named to commemorate Mr. Robert F. Sibert, founder of Bound to Stay Bound Books, Inc., of Jacksonville, Ill. Sibert is known for his early work in establishing standards of bookbinding.

Members of the 2012 Sibert Medal Committee are: Chair Andrew Medlar, Chicago Public Library; Roxane L. Bartelt, Kenosha (Wis.) Public Library; Marian L. Creamer, Children's Literature Alive!, Portland, Ore.; Karen MacPherson, Takoma Park (Md.) Library; April Mazza, Wayland (Mass.) Free Public Library; Susan Z. Melcher, Jefferson County Public Schools, Louisville, Ky.; Patty Saidenberg, George Jackson Academy, New York; Denise Schmidt, San Francisco Public Library; and Deborah Taylor, Enoch Pratt Free Library, Baltimore.

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

For information on the Robert F. Sibert Medal and other ALA Youth Media Awards, please visit www.ala.org/yma.

Past Sibert Medal Winners

- 2016 *Funny Bones: Posada and His Day of the Dead Calaveras*, written and illustrated by Duncan Tonatiuh, and published by Abrams Books for Young Readers, an imprint of ABRAMS.
- 2015 *The Right Word: Roget and His Thesaurus*, written by Jen Bryant, illustrated by Melissa Sweet, and published by Eerdmans Books for Young Readers
- 2014 *Parrots over Puerto Rico*, written by Susan L. Roth and Cindy Trumbore, illustrated by Susan L. Roth, and published by LEE & LOW BOOKS, Inc.
- 2013 *Bomb: The Race to Build—and Steal—the World’s Most Dangerous Weapon*, written by Steve Sheinkin (Flash Point, an imprint of Roaring Brook Press)
- 2012 *Balloons over Broadway: The True Story of the Puppeteer of Macy’s Parade* by Melissa Sweet (Houghton Mifflin Books for Children, an imprint of Houghton Mifflin Harcourt Publishing Company)
- 2011 *Kakapo Rescue: Saving the World’s Strangest Parrot* written by Sy Montgomery, photographs by Nic Bishop (Houghton Mifflin Books for Children, an imprint of Houghton Mifflin Harcourt Publishing Company)
- 2010 *Almost Astronauts: 13 Women Who Dared to Dream* by Tanya Lee Stone (Candlewick Press)
- 2009 *We Are the Ship: The Story of Negro League Baseball* by Kadir Nelson (Disney-Jump at the Sun, an imprint of Disney Book Group)
- 2008 *The Wall: Growing Up behind the Iron Curtain* by Peter Sís (Farrar/Frances Foster)
- 2007 *Team Moon: How 400,000 People Landed Apollo 11 on the Moon*, by Catherine Thimmesh (Houghton Mifflin Company)
- 2006 *Secrets of a Civil War Submarine: Solving the Mysteries of the H.L. Hunley*, by Sally M. Walker (Carolrhoda Books, a division of Lerner)
- 2005 *The Voice that Challenged a Nation: Marian Anderson and the Struggle for Equal Rights*, by Russell Freedman (Clarion Books/Houghton Mifflin Company)
- 2004 *An American Plague: The True and Terrifying Story of the Yellow Fever Epidemic of 1793*, by Jim Murphy (Clarion Books/Houghton Mifflin Company)
- 2003 *The Life and Death of Adolf Hitler*, by James Cross Giblin (Clarion Books/Houghton Mifflin Company)
- 2002 *Black Potatoes: The Story of the Great Irish Famine, 1845-1850*, by Susan Campbell Bartoletti (Houghton Mifflin Company)
- 2001 *Sir Walter Raleigh and the Quest for El Dorado*, by Marc Aronson (Clarion Books/Houghton Mifflin Company)

APPENDIX: EXPANDED DEFINITIONS & EXAMPLES

EXPANDED DEFINITIONS & EXAMPLES

I. PUBLICATION ELIGIBILITY ISSUES

(A) SIMULTANEOUS

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

Example:

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

Note: Though this example above is a work of fiction and for that reason would not be eligible, a nonfiction book that had a similar parallel publishing date could be eligible. This example also does not address other issues, such as the age level of *How I Live Now*, nor the fact that Rosoff is a resident of the U.K. and it is unknown, at this writing, whether she has maintained her U.S. citizenship.

(B) FIRST PUBLISHED IN THE UNITED STATES

FIRST PUBLISHED IN THE UNITED STATES means that books first published in previous years in other countries are not eligible. Books published simultaneously in the U.S. and another country may be eligible. Books published in a U.S. territory, or U.S. commonwealth are eligible.

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

"Published in the United States", refers to the origin of the book, and not to the time or location where the action takes place. Nor does it refer to the characters or actions within the book.

Examples:

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

(C) U.S. PUBLISHER / AMERICAN PUBLISHER

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

(D) PUBLISHED

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

Example:

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

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

(E) PUBLICATION DATE

As noted under “Definitions” in “Terms, Criteria, and Definitions,” books are eligible in either their year of publication or copyright, whichever is later.

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

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

Examples:

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

Text and illustrations from *Journey into the Deep* by Rebecca L. Johnson was copyrighted in 2010, but the title page of the book lists “First edition: 2011.” It was eligible in 2011 for the 2012 awards.

(F) DISTRIBUTED

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

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

(G) EDITORIAL WORK

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

Example:

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

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

(H) EDITORIAL OFFICE

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

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

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

II. BOOK ELIGIBILITY ISSUES

(A) INFORMATIONAL BOOK

Informational books are defined as those written and illustrated to present, organize, and interpret documentable, factual material. The primary intention of the author and/or illustrator is to inform the reader about a topic. The verifiable, factual content may be presented in poetry. Ultimately it is up to the committee to use the purpose, terms, definitions and criteria in the manual to determine eligibility of each book. If necessary, the Committee Chair may seek advice from the Priority Group Consultant with questions regarding eligibility.

The titles below were judged to be eligible because the primary intention of the author and/or illustrator is to inform the reader about a topic, and they present verifiable, factual content:

Jefferson's Children by Shannon Lanier is a factual book about Thomas Jefferson's children. The primary intent of the author is to inform the reader about Thomas Jefferson's family and the author's ancestry. He uses research, interviews, photographs and graphics to present factual information. This book would be eligible.

The *Poet Slave of Cuba: A Biography of Juan Francisco Manzano* by Margarita Engle is a lyrical biography based on research and the poetry of Juan Francisco Manzano. The author tells the story of Manzano's life in verse, to do justice to the poet's life. The primary intent of the author is to relate the life story of Manzano. This book would be eligible.

Swirl By Swirl: Spirals in Nature by Joyce Sidman, illus by Beth Krommes. Houghton Mifflin Harcourt, 2011. Though the author personifies, or at least infers deliberate intention to, a shape found in nature in lines like "A spiral is a clever shape" and "It knows how to defend itself," she develops these themes with scientifically accurate observations about how spirals function. Similarly, the illustrations are imaginary scenes but the spirals in them are realistically depicted. Though the explanatory notes are not found throughout but have been gathered at the end, they are actually more extensive than the preceding text and clearly signal that the overall intent of the book is to be informational. This book would be eligible.

Moonbird: A Year on the Wind with the Great Survivor B95 by Phillip Hoose, Farrar Straus Giroux, 2012. Though the author takes a bird's point of view in several passages to heighten dramatic moments, he does not impute

human motives or thought processes to his avian protagonist. Furthermore, his presentation is overwhelmingly based on, and directly tied to, factual, verifiable scientific discoveries and observations. This book would be eligible.

In *Older Than the Stars* by Karen C. Fox, the text takes readers through the steps of the universe's expansion by employing the structure of a familiar nursery rhyme: "This is the BANG when the world began./These are the bits that were born in the bang when the world began." Factual information is incorporated into the text. This book would be eligible.

Birds of a Feather by Jane Yolen. Wordsong, 2011.

Song of the Water Boatman and Other Pond Poems by Joyce Sidman. Houghton Mifflin, 2005.

Sweethearts of Rhythm: The Story of the Greatest All-Girl Swing Band in the World by Marilyn Nelson. Dial, 2009.

Carver: A Life in Poems by Marilyn Nelson. Front Street 2001.

Ubiquitous by Joyce Sidman. Houghton Mifflin, 2010.

Wreath for Emmett Till by Marilyn Nelson. Houghton Mifflin Harcourt, 2005.

Birds Build Nests by Yvonne Winer. Charlesbridge, 2002.

Talkin' about Bessie: The Story of Aviator Elizabeth Coleman by Nikki Grimes. Orchard Books, 2002.

Stars Beneath Your Bed by April Pulley Sayre. Greenwillow, 2005.

Your Own Sylvia: A Verse Portrait of Sylvia Plath by Stephanie Hemphill. Knopf, 2007.

The titles below were judged to be ineligible because the author's primary intent is not informational as defined above:

Jefferson's Sons by Kimberly Brubaker Bradley is a historical fiction book about the lives of Thomas Jefferson's children by Sally Hemings. The author researched the topic and includes a lot of factual information; however, as she explains in her afterward, she had no way of knowing what the characters thought or why they did what they did. She took the liberty as an author of fiction to use the information that she had, to invent conversations, thoughts, reasoning and, in many cases, facts, to entertain her audience. This book would NOT be eligible.

Out of the Dust by Karen Hesse is a historical fiction book told in verse, which takes place in Oklahoma during the Depression. Though the action is set during a historical period in US history, the characters and actions are fiction. This book would NOT be eligible.

Unbelievables: Honeybee Poems and Paintings by Douglas Florian, Beech Lane Books, 2012. Though grounded in natural history, both the text and the pictures are primarily intended to amuse the reader rather than present verifiable factual material. This book would not be eligible.

(B) ORIGINAL WORK

Original work is defined as follows:

- "Original work" means that the text (or illustrations and other graphic material, as applicable) was created by this writer or artist and no one else.

- Further, "original work" means that the text is presented here for the first time and has not been previously published elsewhere in this or any other form. Substantial contents compiled from other sources are not eligible. Abridgements are not eligible.
 - It is understood that in informational books some key elements such as archival images and documents, and other primary source materials may have appeared elsewhere. Indeed the fact that such images and texts are artifacts of, for example, a person, time period, scientific process, or mode of exploration may enhance their value as elements of informational works.

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

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

1. Children's books derived from previously published adult books can't be considered eligible. The intent of the award is not to see who can successfully adapt an adult book; the award is intended for the original creation of a distinguished book for children. This condition is NOT intended to exclude works in which an author (or illustrator) has created a new work based on earlier work that is in the public domain, such as a biography based on a diary or memoir.

Examples:

Cod: A Biography of the Fish that Changed the World by Mark Kurlansky, was published for adults in 1998. A children's version, *The Cod's Tale*, was published in 2001 and would not be considered eligible.

Traveling Man : The Journey of ibn Battuta, 1325-1354, written and illustrated by James Rumford (2001), which is not a direct translation despite being partly written in first person, would be considered eligible.

2. If a portion of a book was previously published elsewhere - for instance, in a magazine, a collection of short stories or in electronic format - then the amount of previously published material must be a minor portion of the entire work. The substantial majority of the book must be wholly new, original and previously unpublished.

Example:

Emancipation Proclamation: Lincoln and the Dawn of Liberty, written by Tonya Bolden (2013) is a substantially expanded and enhanced version of an article published in 2007, and so is eligible.

3. In the case of the Sibert Award, illustrations previously published or compiled from other sources may be used. In this case, however, the award would be presented only to the author and not to the artist or artists. Since informational books are frequently adapted from a variety of sources, the guiding principle should be whether the book, taken as a whole, is a substantially new and original contribution to the subject, rather than mainly an adaptation of a previous publication.

Examples:

Susan Campbell Bartoletti's *Hitler Youth: Growing Up in Hitler's Shadow*, a 2006 Sibert Honor Book, is illustrated with photographs from many sources. Under these guidelines the author would be nonetheless be eligible.

Candace Fleming's *The Family Romanov: Murder, Rebellion & the Fall of Imperial Russia*, a 2015 Sibert Honor Book, uses numerous excerpts from diaries and letters from the Romanov family, as well as autobiographical writings of ordinary Russian people. Under these guidelines the author would be eligible.

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

(C) IN ENGLISH

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

Examples:

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

(D) BOOK FOR CHILDREN

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

Example:

Frog and Toad Together, by Arnold Lobel, was a Newbery Honor Book in 1973, despite the young age of its intended audience.

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

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

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

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

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

or

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

or

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

(E) BOOK

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

Example:

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

III. AUTHOR/ILLUSTRATOR ELIGIBILITY ISSUES

(A) RESIDENT

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

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

- a) The author/illustrator, a citizen of another country, holds a "green card" and is a Permanent Resident Alien.
- b) The author/illustrator lives for at least 6 months EVERY year in the United States, regardless of where the book was actually written.
- c) A resident is also an individual whose permanent home is in the US but who is outside of the US for a temporary purpose. For example, an individual goes on vacation in another country or works there temporarily. The individual still maintains residency in the US and intends to return.

Examples:

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

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

(B) CITIZEN

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