

Association for Library Service to Children (ALSC)

Young Adult Library Services Association (YALSA)

and

REFORMA: The National Association to Promote Library  
Services to Latinos and the Spanish-Speaking

The Pura Belpré Award  
Committee Manual

January 2021

## **FOREWORD**

### **Pura Belpré**

The Pura Belpré award is named after Pura Belpré, the first Latina librarian from The New York Public Library. As a children's librarian, storyteller, puppeteer and distinguished author, she delighted children and adults with stories in a career that spanned over sixty years. She was born in Cidra, Puerto Rico in 1899, moved to New York in the 1930's and attended the Library School of The New York Public Library and Columbia University. Pura Belpré captured the charm and spirit of her homeland in her children's books and in her performances. She told stories throughout New York City and appeared on radio and television. She enriched the lives of Puerto Rican children in the USA through her pioneering work of preserving and disseminating Puerto Rican folklore. She died in 1982.

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## NOTES

This manual attempts to outline the practices, procedures and principles to follow in the selection and presentation of the Belpré 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.

This award is unique in that it is jointly sponsored by two ALA divisions, and one ALA affiliate. In 2007, the ALSC/REFORMA Pura Belpré Communications Improvement Task Force agreed that the ALSC Executive Director and the chair of REFORMA's Children and Young Adult Services Committee (CAYASC) would be the designated "go-to" people within each organization for questions that arise about the administration of this award. In 2018, a Task Force was formed to expand the age range of the award to include Young Adult titles. Starting with the books published in 2021, for consideration by the 2022 Award Committee, the YALSA Executive Director will be one of the designated "go-to" people as well.

Throughout this manual, the "Pura Belpré Award" is called the "Belpré Award." Additional acronyms and initialisms are used throughout the manual:

<b>AA</b>	YALSA Administrative Assistant
<b>AC</b>	Annual Conference
<b>ALA/PIO</b>	American Library Association Public Information Office
<b>CAYASC</b>	REFORMA Children and Young Adult Services Committee
<b>CCC</b>	REFORMA Cultural Competency Consultant
<b>CS</b>	ALA Conference Services
<b>Chair</b>	Refers to the Belpré Award Selection Committee chair (not REFORMA CAYASC chair)
<b>ED</b>	ALSC Executive Director
<b>MW</b>	Midwinter
<b>MSM</b>	Midwinter Selection Meeting
<b>PGC</b>	ALSC Priority Group Consultant
<b>PIO</b>	Public Information Office
<b>YALSA</b>	Young Adult Library Services Association
<b>YMA Press Conference</b>	ALA Youth Media Awards Press Conference

# **PART I: BACKGROUND INFORMATION** (to be updated upon Manual approval)

HISTORY

COMMITTEE FUNCTION STATEMENT

THE COMMITTEE

TERMS, DEFINITIONS, AND CRITERIA

PRIORITY GROUP CONSULTANT

REFORMA CULTURAL COMPETENCE CONSULTANT

POLICIES

- ALSC/REFORMA/YALSA Policy for Membership on the Belpré Award

- Committee ALSC Policy for Service on Award Committees

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  - 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

- Resignations

- Relationship to Publishers

- Self Published/Small Press Titles

- Electronic Communication

## HISTORY

The Pura Belpré Award is presented annually to **Latino** writers and illustrators whose work best portrays, affirms and celebrates **Latino** cultural experiences in outstanding works of literature for youth ages 0 to 18. It is co-sponsored by the Association for Library Service to Children (ALSC) and the Young Adult Library Services Association (YALSA), both divisions of the American Library Association (ALA), as well as the National Association to Promote Library and Information Services to **Latinos** and the Spanish Speaking (REFORMA), an ALA affiliate.

Inspired by the desire to encourage **Latino** authors and illustrators in their efforts to produce children's works celebrating the **Latino** experience in the United States, Oralia Garza de Cortés, Sandra Ríos Balderrama and Toni Bissessar of REFORMA and Linda Perkins, President of ALSC appeared before the ALSC Board at the 1993 Midwinter Meeting. They requested the establishment of a joint task force to discuss the possibility of a joint book award.

The following summer the ALSC/REFORMA Children's Book Award Task Force was established to develop the terms and criteria of the award. At the 1994 Annual Conference the terms and criteria were accepted. Due to a moratorium on new awards, however, final approval for the award was postponed, conditional on the procurement of funding.

At the 1995 Annual Conference the American Library Association Awards Committee agreed to approve the award the following Midwinter if funding was assured by that time. During the 1996 Midwinter Meeting, ALSC voted to provide seed money to establish the Pura Belpré Award to be presented biennially by ALSC and REFORMA. Following approval by the ALA Awards Committee it was initially agreed that the award was to consist of a medal (to be struck at a later date) and no monetary award.

The first award recipients were announced at the ALSC membership meeting during the 1996 Annual Conference in New York City. The awards were given the following August at the REFORMA First National Conference in Austin, Texas. It was announced that for the first award only, the winners would receive \$1000. In the absence of a medal, certificates were presented to the award winners and to the honor winners.

At Midwinter of 1998 the second biennial Pura Belpré Award winners were announced during the ALA Youth Media Awards Press Conference and the award certificates were presented the following summer at a program at the ALA 1998 Annual Conference. This was the pattern to be followed for the subsequent Pura Belpré Awards.

In 2000 the first Spanish and English announcements of the award winners were made at the Midwinter press conference. Caroline Ward, President of ALSC was instrumental in forwarding the cause of the award by her outstanding and persevering support. An Endowment was begun at ALSC to ensure the long-term viability of the award.

In preparation for the 2000 Pura Belpré Award, a search was initiated for an artist to design a medal for the two categories of author and illustrator. Emanuel Martinez, a Colorado artist produced a design approved by both ALSC and REFORMA. Using photographs of Pura Belpré obtained from her papers



housed at **CENTRO: Center for Puerto Rican Studies at Hunter College in NYC** ~~Puerto Rican Institute at Hunter College in NYC~~, he portrayed Pura Belpré with two children, capturing her true likeness and spirit.

In 2006, ALSC and REFORMA created a Memo of Understanding that clarified each organization's roles and responsibilities for administering the award. At the 2007 Midwinter Meeting, the REFORMA Board voted to approve the Belpré Award be given annually beginning in the year 2009, and the ALSC Board followed suit at Annual Conference 2007.

In 2018, a Pura Belpré Expansion Task Force composed of members from ALSC, REFORMA, and YALSA were charged to explore the expansion of the Pura Belpré to include an award for young adult literature. A decision was made to add a separate text category for young adult titles, as well as expand the illustration category to cover ages 0 to 18, to begin with the committee appointed on July 1, 2020 .

## **COMMITTEE FUNCTION STATEMENT**

To select annually books published in the United States including Puerto Rico which recognize outstanding original works written and/or illustrated by **Latino** authors or illustrators that portray, affirm, and celebrate the **Latino** cultural experience.

## **THE COMMITTEE**

The Belpré committee consists of six members plus a chair. Presidents of YALSA and ALSC each appoint two members to the committee, REFORMA President appoints three. The chair of the committee alternates between ALSC, YALSA, and REFORMA and is appointed by the President of the organization whose turn it is to chair the committee. The chair will be appointed on a rotating basis beginning with REFORMA appointing for the 2020 award, ALSC for the 2021 award and YALSA for the 2022 award. The chair serves for two years with their term of service beginning at the end of Annual Conference the year before consideration, and concluding at the end of Annual Conference that follows the committee's Midwinter Selection Meeting. *Committee members may serve more than one term, but not consecutively.*

## **TERMS, DEFINITIONS AND CRITERIA**

### **Terms**

1. Three medals shall be awarded annually at the Annual Conference of the American Library Association: one to a **Latino** author of an outstanding book for youth ages 0 to 14, one for an outstanding book for young adults ages 12 to 18, and one to a **Latino** illustrator for creating an outstanding illustrated book for youth ages 0 to 18. Each of these must be an original work that portrays, affirms and celebrates **Latino** cultural experiences.
2. The award-winning books must be published in the United States including Puerto Rico during the preceding year.

3. Recipients of the Pura Belpré medal must be residents or citizens of the United States including Puerto Rico.
4. The committee in its deliberations is to consider only books eligible for the award, as specified in the terms.
5. Fiction and nonfiction books for youth ages 0 to 18 published in Spanish, English, or bilingual formats are eligible.
6. Honor books may be named in each award category.
7. The Committee reserves the right not to present an award and/or honor if no books are deemed to meet award criteria.

### **Definitions**

1. The author of an outstanding book for youth ages 0 to 18 indicates the creator of the text of a book. It also implies that the committee shall consider all forms of writing—fiction, non-fiction, and poetry—that have the **Latino** cultural experience as a theme. Reprints and compilations are not eligible.
2. A “book for youth” shall be a book for which youth are a potential audience. The book must display respect for the understandings, abilities and appreciations of the particular age group for which it is written. Youth are defined as persons of ages up to and including 14, and books for this entire age range are to be considered.
3. A book for young adults shall be a book for which youth ages 12 to 18 are the potential audience. The book must display respect and understanding for this particular age group.
4. An illustrated book is one that essentially provides the youth with a visual experience. An illustrated book for youth ages 0 to 18 has a collective unity of story line, theme, or concept, developed through the series of pictures of which the book is comprised. Illustrated books can be defined as a picture book as well as those designated as graphica (comic book, graphic novel).
5. “Outstanding” is defined as
  - a. marked by eminence and distinction; noted for significant achievement.
  - b. marked by excellence in quality.
  - c. marked by conspicuous excellence or eminence.
  - d. individually distinct.
6. Author may include co-authors. The author(s) may be awarded the medal posthumously. In the case where the co-author is not of Latino heritage, the book is still eligible for consideration.
7. Illustrator may include co-illustrators. The artist(s) may be awarded the medal posthumously. **In the case where the co-illustrator is not of Latino heritage, the book is still eligible for consideration.**
8. One person may be selected to receive the awards in all three categories.

9. In defining the term, “original work,” the committee may consider books that are traditional in origin, if the book is the result of original research and the retelling and interpretation are the writer’s own.

10. Books “published in the United States including Puerto Rico,” means that books originally published in other countries are not eligible.

11. “Published in the preceding year” means that the book has a publication date in the year under consideration, was available for purchase in that year, and has a copyright date no later than that year. An eligible book may have a copyright date prior to the year under consideration if it was not published until the year under consideration. The intent: that every eligible book be considered, but that no book be considered in more than one year.

12. “Resident” specifies that the author has an established and maintained residence in the United States, including Puerto Rico, as distinct from being a casual or occasional visitor.

13. For purposes of this award, “**Latino**” is defined as people whose heritage emanates from any of the Spanish-speaking countries of **Latin America**. “Latin America is generally understood to consist of the entire continent of South America in addition to Mexico, Central America, and the islands of the Caribbean whose inhabitants speak Spanish.”(from Encyclopædia Britannica, January 23, 2019, <https://www.britannica.com/place/Latin-America>)

14. The term “only the books eligible for the award” specifies that the committee is not to consider the entire body of work by an author or whether the author has previously won the award. The committee’s decision is to be made following deliberation about eligible books published in the preceding year.

### **Criteria for Text**

1. In identifying the author of an “outstanding” book for youth, in addition to looking for an accurate and positive portrayal of the **Latino** culture, the committee members need to consider the following:

- Interpretation of the theme or concept
- Presentation of information including accuracy, clarity, and organization
- Development of a plot
- Delineation of characters
- Delineation of setting
- Appropriateness of style
- Excellence of presentation for a youth audience.

Note: Because the literary qualities to be considered will vary depending on content, the committee need not expect to find excellence in each of the above named elements. The book should, however, have distinguished qualities in all of the elements pertinent.

2. In considering a book, the committee is to make its decision primarily on the text. Other aspects of a book are to be considered only if they enhance the text, expand the telling, are essential to the continuum of the story, or if they are a distraction from the text. Such other aspects might include illustrations, overall design of the book, etc.

3. The book must be a self-contained entity, not dependent on other media (i.e., digital, sound or film or film equipment) for its enjoyment.
4. The committee should keep in mind that the award is for both literary quality and presentation for youth, as well as for its portrayal of **Latino** experiences.
5. Particular attention will be paid to how accurately the work represents **Latino** experiences.

### **Criteria for Illustrations**

1. In identifying the illustrator of an outstanding illustrated book, including graphic novels, committee members need to consider the following:
  - Excellence of execution in the artistic technique employed
  - Excellence of pictorial interpretation of story, theme, or concept
  - Appropriateness of style of illustration to the story, theme or concept
  - Delineation of plot, theme, characters, setting mood or information through the illustrations
  - Positive and authentic portrayal of **Latino** culture
  - Excellence of presentation for a youth audience
2. The only limitation to graphic form is that the form must be one which may be used in an illustrated book. The book must be a self-contained entity, not dependent on other media (i.e., digital, sound or film equipment) for its enjoyment.
3. Each book is to be considered as an illustrated book, including graphic novels. The committee is to make its decision primarily on the illustrations. Other components of a book are to be considered, especially when they make a book less effective as an illustrated book for youth. Such other components might include the written text, the overall design of the book, etc.
4. The committee should keep in mind that the award is for both distinguished illustrations in an illustrated book, including graphic novels, and for excellence of pictorial presentation for youth, and for the portrayal of **Latino** experiences.
5. Particular attention will be paid to how accurately the work represents **Latino** experiences.

### **PRIORITY GROUP CONSULTANTS/ADMINISTRATIVE ASSISTANTS**

When ALSC or REFORMA appoint the chair, a priority group consultant (PGC) from Priority Group VI (Awards) will be assigned to the committee to deal with questions from the chair and the committee regarding procedure, personnel, and the eligibility of books. When YALSA appoints a chair their Administrative Assistant (AA) to committees will assume this responsibility.

The PGC or AA 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, YALSA and REFORMA Boards. The PGC or AA also works with the chair to resolve procedural and personnel issues as they come up and questions about the eligibility of books.

Committee members consult the PGC or AA should there be unusual issues that the chair cannot resolve, particularly issues regarding the chair.

### **REFORMA Cultural Competence Consultant**

From time to time, issues about cultural authenticity and/or appropriate cultural context may arise during deliberations and the committee may feel they need more in-depth knowledge or clarification. To help the committee members more adequately understand the issue(s) at hand, a Cultural Competence Consultant (CCC) appointed by REFORMA will be called upon to address issues and concerns raised by the committee.

#### **Terms of Appointment:**

The CCC is a two-year appointment made by the REFORMA President based upon the recommendation of the CAYASC Chair. The CCC must be a person who has previously served as a REFORMA member on the Belpré committee. The CCC will receive copies of all books under consideration during a given year and will be copied on all substantive emails to the committee. The CCC is expected to attend the initial Midwinter meeting each year for the two-year term and must be available for in-person consultation at the subsequent annual and midwinter conferences during the term. The CCC will not participate in book discussions or voting.

Should a committee member need to resign, a replacement member will be appointed by the appropriate President. In cases where it is late in the year, the CCC may be called upon to serve as a replacement, resigning from their role as CCC or the committee may be asked to operate and vote one member down.

#### **Official Responsibilities:**

At the initial Midwinter meeting, the CCC will:

- § Present an informal overview of **Latino** culture and experiences for the benefit of committee members who may be unfamiliar. Included in this overview are examples of stereotyping in illustration and text.
- § Distribute a compiled bibliography of suggested readings designed to help committee members think critically about the representation of **Latino** culture and experiences in children's literature.

Throughout the year, the Belpré Committee Chair is responsible for immediately communicating questions and concerns to the CCC as they arise. The CCC must respond to requests from the Chair in a timely manner and will maintain the same degree of confidentiality that is expected of the committee. If an issue

or question related to cultural authenticity or the representation of **Latino** culture arises, then it is the responsibility of the CCC to conduct the necessary research to address the identified concerns of the committee.

**Cultural Competence Consultant-Elect:** A Cultural Competence Consultant-Elect (CCC-Elect) will be named one year in advance by the REFORMA President based upon the recommendation of the CAYASC Chair. The CCC-Elect will be the in-coming CCC at the end of CCC's two-year appointment. The CCC-Elect is expected to shadow the CCC during the second year of the CCC's term but will not be allowed to attend any committee meetings. The CCC-Elect does not receive any books until his/her official appointment as CCC to the Belpré committee.

## **POLICIES**

### **ALSC/YALSA/REFORMA POLICY FOR MEMBERSHIP ON THE BELPRE COMMITTEE**

Committee members should possess a self-declared fluent reading knowledge of Spanish. If necessary, Spanish-reading members, particularly those with a knowledge of children's literature, are to be recruited to join the associations and to volunteer for the committee. Committee members who are not biliterate in Spanish may choose to work with Spanish readers on the committee in evaluating the works in Spanish, including those that are published bilingually.

### **ALSC AND YALSA POLICY FOR SERVICE ON AWARD COMMITTEES**

**(Adopted by the REFORMA Board 6/07. YALSA and REFORMA members will adhere to this policy when serving on the Belpré Award Committee)**

ALSC and YALSA affirm their 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 ALSC, its Board of Directors and committees, to ensure that members in all of its activities avoid conflicts of interest and the appearance of conflicts of interest resulting from their activities as members of committees of the Association. In particular, no person should obtain or appear to obtain

special advantages for themselves, their relatives, their employer or their close associates as a result of their services on a committee.

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

## **Confidentiality**

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

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

## **Guidelines for Award Committees**

ALSC and YALSA grant 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 ALSC and YALSA 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 their 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 ED or the YALSA ED prior to accepting the nomination or appointment. Situations that arise after a committee member has begun to serve should be directed to the appointing president, the committee chair, the PGC or AA, and the ED of the appointing organization. The final decision rests with the Executive Committee of the appointing organization.

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

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

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

- 3) Members should not accept appointment or nomination to an award committee if they have a close family relationship (parent, spouse/partner, son/daughter) or a personal relationship with the author or illustrator of any book that may be eligible which could reasonably be seen by an independent observer to cause a conflict of interest.
- 4) Members should not accept appointment or nomination to an award committee if they have a close family relationship (parent, spouse/partner, son/daughter) with a person employed by a U.S. trade publisher.
- 5) Members should not accept appointment or nomination to an award committee if they, or a close family member, directly own(s) equity (stock ownership, stock options, convertible note(s), or other ownership interest) that represents more than a 5% stake in a U.S. trade publisher.
- 6) Members of award committees should not reveal or publicize any confidential information learned through service on the committee; nor should they make such confidential information available to non-committee- members.
- 7) Members of award committees who run or participate in social networking websites or software, including blogs, wikis, electronic discussion lists, and the like, should not engage in any discussions about their ALSC and YALSA award committee work, or about the status of eligible books in relationship to these awards during their term of committee service.
- 8) Members may not serve concurrently on the ALSC and YALSA Boards and an ALSC award selection or media evaluation committee.
- 9) From time to time, ALSC and YALSA, in consultation with one another, may take other action or establish such other guidelines as may be necessary in their Associations' discretion to protect the integrity of the award process. Questions from prospective committee members and candidates should be directed to the appropriate Executive Director. Situations that arise after a committee member has begun to serve should be directed to either the ALSC president or the YALSA president, the committee chair, the PGC or AA. The final decision rests with the appropriate Executive Committee for that year.

### **Meeting Attendance and Access to Materials**

Persons elected or appointed to an award committee should:

- 1) Be able to attend all required discussion and decision meetings scheduled for the Annual and Midwinter meetings of ALA and follow procedures established by the committee.
- 2) Have ready access to the major part of the current output of children's books under consideration. It is recognized that there will be an occasional book under consideration which a committee member



is unable to obtain. In such an instance, arrangements for review copies may be made as prescribed in the committee's guidelines.

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

### **Frequency of Service**

No individual may serve on either Caldecott, Newbery, or Sibert Award Committees more often than once every five years. This guideline will apply to Newbery, Caldecott, and Sibert Award Committees only, as these are committees to which members are elected and books eligible are numerous. This guideline will not apply to the selection of nominees for chair. This guideline will not apply to other ALSC prestigious award committees.

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

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

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please fill out and return the attached checklist.

*Policy revised, February 2007*

### **Checklist for Prospective ALSC, YALSA and REFORMA Award Committee Members**

Please respond to the following questions. A “yes” or “no” 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 youth book that will be published during the period of your award committee service?** Yes No
  
- **Have you served as an advisor or a consultant for a youth publisher, author or illustrator in the past three years?** Yes No
  
- **Do you have a close relative (i.e. parent, spouse/partner, son/daughter) who is the author or illustrator of a book that may be eligible during the year of your committee service?**  
Yes No
  
- **Do you have a close relative (i.e. parent, spouse/partner, son/daughter) who is currently employed by a U.S. trade publisher?** Yes No
  
- **Do you, or does a close relative, directly own equity (stock, stock options, convertible notes or any other ownership interest) that represents more than a 5% stake in a U.S. trade publishing company?** Yes No
  
- **Do you have a personal relationship with the author or illustrator of any book that may be eligible which could reasonably be seen by an independent observer to cause a conflict of interest?** Yes No
  
- **Do you run or regularly participate in a social networking website or software, including blogs, wikis, or electronic discussion lists?** Yes No

If you answered yes, please provide the web url: \_\_\_\_\_

- **Are you able to attend all required meetings in person or virtually at Annual and Midwinter conferences?**                    Yes No
  
- **Do you have ready access to newly published children’s and young adult books?** Yes  
No
  
- **Have you served as a member of the Newbery, Caldecott or Sibert Award committee in the past five years?** Yes     No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

## **RESIGNATIONS**

All candidates for nomination or appointment have an affirmative duty to notify the nominating committee or appointing officer of any circumstance or event which would disqualify them under this policy or which would otherwise effect, or give the appearance of tending to effect, their ability to carry out assigned responsibilities fairly and without self-interest of any kind. A committee member must resign immediately upon the development of any circumstance or event which disqualifies them from committee service under this policy or which would otherwise effect, or give the appearance of tending to effect, their ability to carry out assigned responsibilities fairly and without self-interest of any kind.

The President of the appointing organization (ALSC, YALSA, or REFORMA) immediately accepts such resignations when tendered. In the event a committee member violates this policy, the Executive Committee of the appointing organization shall request the committee member to tender their resignation. If a committee member refuses, the Executive Committee of the appointing organization removes the member and informs both Boards of its action. The President of the appointing organization then appoints a new committee member. Final decision rests with the Executive Committee of the appointing organization.

Resignations, in writing, are addressed to the President of the appointing organization with copies to the other organizations’ Presidents, the committee chair, the PGC, the chair of REFORMA’s CAYASC, and the ALSC ED and the YALSA ED. The President of the appointing organization shall then appoint a new committee member to fill the vacancy.



# 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 notifies the ALSC PGC or the YALSA AA when important books have not been received by committee members and works with the ALSC PGC or the YALSA AA to solve such problems. The chair surveys committee members regularly to ascertain which books have not been received.
- Committee members are not to solicit publishers for free, personal copies of eligible books. 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 their 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 Belpré Committee. Submission procedures are outlined for publishers on the ALSC and YALSA webpages.

To submit works for consideration for the Belpré award:

- Review the terms and criteria for the award.
- Send one copy of the work to the ALSC office (ATTN: Belpré Medal Submission, 50 East Huron, Chicago, IL 60611-2795).
- Submit one copy of the work to the Cultural Competency Consultant.  
Submit one copy of the work to the award committee chair. Email ALSC Awards (at) ala.org for address information.
- Download and complete the Pura Belpré Award Submission form for each entry and return one copy to the committee chair and one copy to the ALSC office with your submission.
- Publishers may submit their works to the entire committee for consideration. A list of committee members can be obtained by emailing ALSC Awards (at) ala.org.

Deadline for submitting works is **December 31st** of the publication year.

## **SELF-PUBLISHED/SMALL PRESS TITLES**

If an author, or representative of an author, of a book published by a small, independent press submits their Belpré-eligible book to the Belpré Committee for consideration, and that book is republished later by another publisher, then the book will not be reconsidered upon its commercial publication. The chair of the Belpré Committee will keep and pass on a current-year list of Belpré-eligible books received directly from authors or from small, independent presses

## **ELECTRONIC COMMUNICATION**

The chair will establish ground rules for electronic communication by the committee at the beginning of their 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 adopted by the ALSC Board and as posted on the ALSC Website (Appendix C).

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 ensure confidentiality. For e-mail, include the word “confidential” on the subject line or as part of the transmission options.

# PART II: COMMITTEE WORK

## WELCOME

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WORK OF THE COMMITTEE

ACCESS TO MATERIALS

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IDENTIFYING, OBTAINING, AND READING ELIGIBLE TITLES

ELIGIBILITY

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NOMINATING BALLOTS

PARTICIPATION OF ALSC AND REFORMA MEMBERSHIP

COMMITTEE PARTICIPATION

APPOINTMENT & BEGINNING OF TERM

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- Committee Member Responsibilities

- Chair Responsibilities

- Agenda

- Book Discussion

- Report

PREPARING FOR SELECTION

- Confidentiality of Discussion and of

- Selection Midwinter Selection Meeting

- Discussion List

MIDWINTER SELECTION MEETING

- Preparation

- Committee Member Responsibilities

- Chair Responsibilities

- Agenda

- Voting Procedures- Point System

- Committee Participation at the Midwinter Selection

Meeting MIDWINTER: AFTER SELECTION

- Review of Confidentiality Policy

- Announcements, Publicity, and Presentation

- Award and Honor Notification Phone Calls

- ALA Youth Media Awards Press

- Conference Recommendations

AFTER MIDWINTER SELECTION MEETING

Public Relations

Correspondence

Report

PREPARATION FOR THE AWARD PRESENTATION

Presentation of Medals and Plaque



## **WELCOME**

Serving on the Pura Belpré Committee is a rare professional experience. Once the committee is complete, it is recommended that the chair send a letter of welcome to the membership with a copy to the ALSC PGC, the ALSC Executive Director, the YALSA Executive Director and the YALSA AA and the REFORMA CAYASC Chair. 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**

Please also refer to the following sections for further details about specific responsibilities. The Calendar is a general timeline that provides an overview of the term of service.

### **November—December**

ALSC, YALSA and REFORMA Presidents make appointments in the fall preceding the Midwinter in which the committee term begins. Chair sends welcome. Committee members should spend the first few months reading over the manual, available on the ALSC website at <http://www.ala.org/alsc> (click on "Board and Committee Work") and the YALSA website at <http://www.ala.org/yalsa> and doing some of the suggested background reading.

### **January**

First Midwinter; meeting optional, but strongly encouraged for members to attend. An introductory meeting will be scheduled.

### **January—June**

Books will be submitted, usually in late spring. Committee members read, seek out eligible titles, and make notes to prepare for later discussion.

### **June**

First Annual Conference; meeting required.

### **July—December**

The committee continues to identify, obtain, and read new books, making suggestions to chair and participating in ballots sent by chair.

### **September—October**

Chair sends out first ballot forms with the deadline date of return.

Chair continues to send ALSC ED and YALSA ED a copy of the monthly suggested books list and nominated books list.

Chair sends publishers of books that have been suggested the form (see Appendices, below) to establish eligibility.

### **November—December**

Committee chair sends out second ballot forms with a deadline date of return.

Chair checks with ALSC ED and YALSA ED about availability of books to be discussed; assign committee members to bring books to Midwinter for a second set of books to be on hand during Midwinter.

Chair obtains addresses and phone numbers for members at Midwinter (in case of weather or other emergency) and distributes a contact list to the committee prior to Midwinter.

Chair prepares criteria list, discussion guidelines, and tally sheets for use at Midwinter.

Chair prepares and distributes to committee members, ALSC ED and YALSA ED, the final list of books nominated and suggested in the order they will be discussed, at least three weeks prior to the beginning of the Midwinter Meeting.

### **Midwinter Selection Meeting**

It is at this Meeting that the award selection is made. Committee members should come to the conference prepared and ready to discuss all eligible books. It is essential that *all* members attend *all* meetings.

Phone calls to winning authors, illustrators, and publishers are made on Sunday, late afternoon/evening. The ALA Youth Media Awards Press Conference takes place on Monday morning

### **January—May**

Congratulations are sent and the Celebración is planned.

Awards celebration is held. Attendance at this conference is not mandatory for committee members; however, it is always satisfying to bring one's committee experience full circle by being present when the award is conferred and accepted.

### **After Annual Conference**

REFORMA CAYASC chair sends "thank you" letters to winners, editors, publishers and to all who assisted with the celebration.

ALSC office solicits text of winners' acceptance speeches for publication in the ALSC journal, *Children and Libraries*, YALSA journal *YALS*, and *REFORMA Newsletter*.

YALSA office solicits texts of winners' acceptance speeches for publication on ([website](#)).

## ATTENDANCE AT MEETINGS

As noted above in the Policy for Service on Award Committees, members of the Pura Belpré Committee are expected to attend all required meetings at the Annual Conference and Midwinter Selection Meeting. The Chair of the award selection committee should attend REFORMA's CAYASC Pura Belpré Celebración Organizing Committee meeting at Midwinter. The Chair of the award selection committee works on the Celebración's program jointly with the CAYASC Chair. This meeting is usually scheduled as a breakfast meeting so as not to conflict with other meetings at Midwinter (including award selection committee's all-day meeting). Other events are optional. A resignation must be tendered in the event a committee member is unable to attend a required meeting. Resignations, in writing, are addressed to the President of the appointing organization with copies to the other organizations' Presidents, the committee chair, the ALSC PGC and the YALSA AA, the ALSC ED and the YALSA ED. The President of the appointing organization shall then appoint a new committee member to fill the vacancy. Failure to attend a required meeting without an explanation acceptable to the chair constitutes grounds for removal upon request by the chair and approval of the appropriate appointing official or governing board.

Midwinter of the year under consideration.	Member attendance optional. Open meeting. The ALSC appointed chair attends ALSC Division Leadership Meeting and meets with PGC. A REFORMA appointed chair is invited to attend the Division Leadership to meet with other ALSC award chairs and the PGC. The YALSA appointed chair attends YALSA 301 leadership meeting.
Annual Conference of year under consideration. (Prior to Midwinter Selection Meeting).	Attendance required. Closed meeting.
Midwinter Selection Meeting.	Attendance required. Closed meeting. Chair attends REFORMA's CAYASC Pura Belpré Celebración Organizing Committee meeting (usually a breakfast meeting).
Annual Conference of next year (after Midwinter Selection Meeting). Presentation of award at Pura Belpré Celebración.	Attendance optional.

## PREPARATION AND READING LIST

### Background Preparation

In the course of one's professional life, the book selection process takes into account many things: current holdings in a collection, children's and young adults' interest, special needs for special materials, curriculum, contemporary interests, local community concerns, and quality. From the terms of the Pura Belpré Medal, it is obvious that the focus of the Pura Belpré Committee is different from the selection concerns in the library. Therefore, it is recommended that in the year preceding the actual committee work, that committee members begin to focus on the terms, criteria, and definitions of the Pura Belpré Award. Some suggestions for activities in which committee members might engage follow:

- a) Take part in book discussions of several kinds. These might be regular selection meetings, workshops or classes, or professional association meetings. Try to discuss books with persons other than those with whom you regularly discuss books. Not only will you gain new perspectives, but you will be engaging in an activity similar to your first meeting with the Pura Belpré Award Committee, where you will need to present your ideas more clearly and succinctly and listen more carefully than you do in the kind of "shorthand" discussion that often takes place in a group with which you meet regularly.
- b) You may wish to try to write down your own critical viewpoint. If you do this, examine it in light of the terms and criteria for the Pura Belpré Medals and Honors. Have you taken account of the factors to be considered? Are there extraneous terms in your thinking when you consider the terms and criteria for the Pura Belpré Award?
- c) If most of the writing you do about children's and/or young adult books in your professional work has a focus different from the terms and criteria of the Pura Belpré Award, try writing some critical analyses of children's books structured around the Belpré Award terms and criteria. For example, review and read the medal and honor books of a previous year and write critical analyses of each in relation to the terms and criteria.
- d) Refresh your ideas about considerations important in selecting the Pura Belpré Medal winners and Honor Books. Among the pieces included are different and comparative perspectives or ideas. There probably will be several pieces in the bibliography which you have read. If you have not read them for some time, you might read them again. There probably will be pieces that you have not read previously. A bibliography of suggested readings follows.

## Suggested Reading List

Ahuile, Leylha. The Pura Belpré Award at 20. *Publishers Weekly* 263 no. 24 (2016): 42.

Alamillo, Laura, Mercado-López, Larissa M. & Cristina Herrera (eds). *Voices of Resistance: Interdisciplinary Approach to Chican@ Children's Literature*. Lanham, MD: Rowman & Littlefield, 2018.

Aldama, Frederick Luis, "Introduction: The Heart and Art of Latino/a Young People's Fiction" In *Latino/a Children's and Young Adult Writers on the Art of Storytelling* by Frederick Luis Aldama, 3-25. Pittsburgh, PA: The University of Pittsburgh Press, 2018.

Aronson, Krista Maywalt, Callahan, Brenna D., and O'Brien, Anne Sibley. Messages Matter: Investigating the Thematic Content of Picture Books Portraying Underrepresented Racial and Cultural Groups. *Sociological Forum* 33, no. 1 (2018): 165–185.

Balderrama, Sandra Ríos. (2006). The Tenth Anniversary Celebration of the Pura Belpré Award. *Children & Libraries: The Journal of the Association for Library Service to Children* 4, no. 3 (2006): 35–37.

Barrera, Rosalinda B., and Ruth E. Quiroa. "The Use of Spanish in Latino Children's Literature in English: What Makes for Cultural Authenticity?" In *Stories Matter: The Complexity of Cultural Authenticity in Children's Literature*, edited by Dana L. Fox and Kathy Gnagey Short, 247-65. Urbana, IL: National Council of Teachers of English, 2003.

Chappell, Sharon & Faltis, Christian. Spanglish, bilingualism, culture, and identity in Latino children's literature. *Children's Literature in Education*, 38, no. 4 (2007): 253-262.

Clark, Ellen Riojas., Flores, Belinda Bustos, Smith, Howard L., and González, Daniel Alejandro. (2016). *Multicultural literature for Latino bilingual children: Their words, their worlds*. Lanham, MD: Roman & Littlefield, (2016).

Delgado, Priscilla K. (). *Windows and Mirrors in Latino Children's Literature: A History and Analysis of the Latino Culture Experience*. *The Reading Professor*, 43(1): Article 6.

Gomm, Jeff, Heath, Melissa Allen, and Mora, Pat. Analysis of Latino award winning children's literature. *School Psychology International* 38, no. 5 (2017): 507–522

Hill, Jane H. *Mock Spanish: A Site for the Indexical Reproduction of Racism in American English*. <https://language-culture.binghamton.edu/symposia/2/part1/>

Horning, Kathleen T. *From Cover to Cover: Evaluating and Reviewing Children's Books*. Revised Edition. HarperCollins, 2010.

Jans-Thomas, Susie. (2009). Beyond Tamales, Tacos, and Our Southern Neighbors: Exploring Latino/a Culture in Child and Young Adult Literature. *Making Connections: Interdisciplinary Approaches to Cultural Diversity* 11, no. 1 (2009): 33-39.

Jiménez García, Marilisa. En(countering) YA: Young Lords, shadowshapers, and the longings and possibilities of Latinx young adult literature. *Latino Studies*, 16, (2018): 230-249.

Koss, Melanie, Martinez, Miriam G., and Johnson, Nancy J. (2017). Where Are the Latinxs?: Diversity in Caldecott Winner and Honor Books. *Bilingual Review* 33, no. 5 (2017): 50–62.

Lugo, Sujei & Sonia Alejandra Rodriguez. The Pura Belpré Award: Continuing Belpré's Legacy of Lighting the Candle-Part 1 & Part 2. *Latinxs in Kid Lit Blog*.  
<https://latinosinkidlit.com/2016/05/16/the-pura-belpre-award-continuing-belpres-legacy-of-lighting-the-storytellers-candle-part-1/> &  
<https://latinosinkidlit.com/2016/05/17/the-pura-belpre-award-continuing-belpres-legacy-of-lighting-the-storytellers-candle-part-2/>

Medina, Carmen (2006). Interpreting Latino/a literature as critical fictions. *ALAN Review* 33, no. 2 (2006): 71-77.

Montelongo, José A., Hernández, Anita C., & Herter, Roberta J. (2014). English-Spanish Cognates and the Pura Belpré Children's Award Books: Reading the Word and the World. *Multicultural Perspectives* 16, no. 3 (2014): 170–177.

Naidoo, Jamie Campbell. Cultivating Latino Cultural Literacy: Pura Belpré Award-Winning Books in Library Programming for Teens and Tweens. *Young Adult Library Services* 10, no. 3 (2012): 32–41.

Naidoo, Jamie Campbell. "Reviewing the Representation of Latino Cultures in U.S. Children's Literature." In *Celebrating Cuentos: Promoting Latino Children's Literature and Literacy Into Classrooms and Libraries*, edited by Jamie Campbell Naidoo, 49-78. Westport, CT: Libraries Unlimited, 2010.

Naidoo, Jamie Campbell. Opening Doors: Visual and Textual Analysis of Diverse Latino Subcultures in Américas Picture Books. *Children and Libraries: The Journal of the Association for Library Service to Children* 6, no. 2 (2008): 27-35.

Naidoo, Jamie Campbell, Battle, Jennifer, & Garza de Cortés, Oralia. "Celebrating Cultures and Cuentos: Three Awards for Latino Children's Literature." In *Celebrating Cuentos: Promoting Latino Children's Literature and Literacy Into Classrooms and Libraries*, edited by Jamie Campbell Naidoo, 79-98. Westport, CT: Libraries Unlimited, 2010.

Nilsson, Nina L. How Does Hispanic Portrayal in Children's Books Measure Up After 40 Years?: The Answer Is 'It Depends,' *Reading Teacher* 58 (2005): 534-548.

Pura Belpré Awards Webpage.

<http://www.ala.org/alsc/awardsgrants/bookmedia/belpremedal>

Quiroa, Ruth. "Promising Portals and Safe Passages: A Review of Pre-K-12 Latino/a-themed Literature." In *Diversity in Youth Literature: Opening Doors Through Reading*, edited by Jamie Campbell Naidoo and Sarah Park Dahlen, 45-62. ALA Editions, 2013.

Romriell, Deanna. The Pura Belpré Award: Celebrating the Latin Experience in Children's Literature. *School Library Journal* 52, no. 12 (2006): 63.

Terrones, Lettycia. Twenty Years in the Making. *School Library Journal* 62, no. 3 (2016): 56-58.

Treviño, Ross Zertuche (Ed.). *The Pura Belpré Awards: Celebrating Latino authors and illustrators*. Chicago: American Library Association, 2006.

## **DIVERSITY AND ALSC/YALSA MEDIA AWARD EVALUATION**

Inclusiveness is a core value of both ALSC and YALSA. It is the responsibility of each ALSC media award and notables committee, and all YALSA award committees and media list committees, to reflect this value in their approach to their work. ALSC award committees and notables lists, and YALSA award committees and media lists, provide librarians, teachers and parents with information about books and other media our association holds in the highest regard. Everyone benefits, youth most of all, when the titles recognized within and across ALSC and YALSA awards and 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 ALSC and YALSA book committees and the Pura Belpré committee 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.

## IDENTIFYING, OBTAINING, AND READING ELIGIBLE TITLES

As noted above in the Policy for Service on Award Committees, each committee member is responsible for having ready access to youth material, **identifying**, **obtaining**, and **reading** eligible books throughout the year under consideration. Members should not rely entirely on books sent from publishers. It is a courtesy for them to send review copies, but not a requirement. 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 and YALSA's HUB. Contact an ALSC Notable Children's Books Committee member and/or visit the ALSC Notable Children's Books Committee Web page. Contact a member of one of YALSA's media committees or their individual web pages.
- Attend ALSC Children's Notable Books Committee discussions at Annual (or Midwinter Selection Meeting) as schedule permits.
- Attend YALSA's Best Fiction for Young Adults (BFYA) book discussions.

### 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 workplace.
- Browse new titles at bookstores.

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

In cases where a book is extremely difficult to obtain, the chair may use part of the committee's budget to pay for the shipping expenses to route a book among members so that all may see it. The chair will follow the reimbursement procedure outlined in the ALSC Division Leadership Manual available on the ALSC website. If the chair has been appointed by YALSA, they should follow YALSA's policy for reimbursement.

### 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**

It is important for committee members to check on the eligibility of titles—the year of publication, the citizenship and/or residency of the Latino/Latina author/illustrator, and the locale of the publisher (the publisher must be located in the U.S. including Puerto Rico). In ambiguous cases, committee members notify the chair who consults with the PGC or the AA on eligibility questions. The chair and the PGC or AA 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 digital notes or a file card system while others keep a binder with notes, sometimes organized with tabs. See the "Sample: Note-Taking Form" on page 78 for one suggested method of note-taking.

No matter what system is used, the notes themselves need to speak to the Belpré 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.

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**

It is also important to keep the other committee members informed of books you think they should read.

The chair solicits suggestions of eligible titles from committee members as well as ALSC, YALSA, and REFORMA membership, 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 chair will establish procedures for informing members of books being read and considered by others. The committee may communicate with an occasional report early in the year and more frequent reports later. You may use e-mail or another chair-approved system of communication, sending a message whenever you find a book not yet on the committee's working list. Or, you may develop some other form. Whatever the form, providing information to other committee members is every member's responsibility. Furthermore, the books to be considered at the selection meeting at Midwinter must have been recommended or suggested prior to the selection meeting.

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.

After each suggestion deadline, the chair compiles a list of suggested titles and indicates the number of suggestions for each title. After a second round of suggestions, the chair distributes a cumulative suggestion list along with a monthly list, and so on. (These two kinds of lists may be combined). 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. At the same time, suggestion lists are also forwarded to the ALSC ED and the YALSA ED.

## NOMINATING BALLOTS

Twice before the Midwinter Selection Meeting the chair will request nominations from committee members. Each time committee members will be asked to nominate **three books** deemed to be the strongest contenders **for each award category** based on the award criteria. They are also required to provide a written justification statement for each book. The chair will distribute the results and the justifications.

These nominations serve several functions. They serve as a focus for all suggestions made during the year. The written justifications serve as preparation for oral discussion at the Midwinter Selection Meeting and provide practice in stating ideas about books that seem distinguished clearly and succinctly (statements are usually no more than 100 words). Finally, they provide guidance as to which books to consider further and probably reread.

To avoid making commitments prior to the Midwinter Selection Meeting discussions, ranked preferences are not given on the nominating ballots. Although books nominated on these two ballots will probably be the ones the committee will discuss most fully, all the books suggested by committee members and others will be discussed at Midwinter.

It is important to return ballots on time, prepare statements carefully, and read each packet of nominations and justifications.

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.

For each set of nominations, the chair compiles a list of the nominated titles, indicates the number of nominations for each title, and attributes nominations 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 ED and the YALSA ED.

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

After the second round 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, and, in rare instances, a strong title previously overlooked.

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 carefully consider all nominations, justification statements, and further suggestions moved forward after the nomination process is complete.

## **PARTICIPATION OF ALSC, YALSA AND REFORMA MEMBERSHIP**

Suggestions from the ALSC, YALSA and REFORMA memberships-at-large are an important source of titles.

It may not be apparent to ALSC, YALSA and REFORMA members that their suggestions are given careful consideration by the Pura Belpré Award Committee. The committee members should request suggestions from ALSC, YALSA and REFORMA members each year.

The committee chair places a brief ad-like paragraph inviting members to communicate with the committee in *Children and Libraries*, *the Journal of the Association for Library Service to Children*, *ALSCConnect* newsletter, the REFORMA newsletter, the ALSC-L and REFORMANET electronic discussion lists, and on YALSA-BK, and YA-YAAC. As a member of the Pura Belpré Award Committee, part of your responsibility is to encourage ALSC, YALSA and REFORMA members to suggest books for its consideration. This is important because only books nominated or suggested by the committee or other ALSC, YALSA or REFORMA members are discussed at the Midwinter selection meeting.

Committee members might do any of the following:

- encourage ALSC, YALSA, and REFORMA members to submit titles to the committee throughout the year
- promote discussion of eligible books in local communities by such means as organizing and taking part in mock Pura Belpré discussions and sending the results to the Committee Chair
- take part in other types of book discussions and invite persons attending to submit suggestions (e.g., state library organizations, etc.)
- speak with individuals about currently published books
- interest local news media in covering the award

In any of these methods of encouraging ALSC, YALSA and REFORMA members to suggest books, *remember that the nominations made by committee members are confidential information.*

## **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, YALSA and REFORMA are grateful for the full participation of committee members. In recognition of their commitment, the chair sends two letters of appreciation to the employers/supervisors of committee members—one at the outset and one at the conclusion of committee service. Refer to Part IV, “Sample: *Employee Address Request Form*,” “Sample: *Letter to Committee Members’ Employers/Supervisors #1*,” and “*Letter to Committee Members’ Employers/Supervisors #2*.”

In addition, committee members sometimes notify employers/supervisors about their work on the Belpré 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, YALSA, REFORMA and ALA. Refer to Part IV, “Sample: *News Release Form*.”

At the Annual Conference, the committee usually practices book discussion. At the Midwinter Selection Meeting, full discussion of books under consideration is central to the selection process. For these book discussions, committee members will find helpful guidelines in Part V: Appendices, “Guidelines for Book Discussion.”

## **APPOINTMENT & BEGINNING OF TERM**

Once the committee is full, the incoming chair should send a letter of welcome to each committee member. The chair also verifies contact information for each member and submits this to the ALSC ED or the YALSA ED so that a roster with addresses to be used specifically for submissions can be created and distributed to publishers in January. It is imperative that the address listed be the one where the member can receive numerous shipments of books. The ALSC ED or the YALSA ED should be notified at least one month ahead of time if a member plans to change addresses. Publishers and producers put these addresses into their inventory systems and often it takes time for address changes to take effect often resulting in lost shipments.

## **FIRST MIDWINTER MEETING**

The incoming chair should attend the Midwinter Meeting and meet with the Priority Group VI Consultant, or the YALSA Administrative Assistant, and, if possible, the current committee chair. The current committee meetings are closed, but it is still helpful to get to know the chair.

Incoming ALSC chairs should also plan to attend the ALSC Division Leadership Meeting. The incoming YALSA chairs should attend YALSA 301 leadership meeting. These meetings are optional for REFORMA chairs but they are encouraged to attend.

The committee is encouraged to meet at Midwinter of the year under consideration for an informal first meeting. The committee’s term of service is officially underway, but it is not a required meeting. 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. No official business takes place. Books under consideration are not discussed, nor are any procedural issues decided.

## **ANNUAL CONFERENCE COMMITTEE 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 list of suggested titles that will allow the committee to practice its discussion process.

**Preparation**

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

Early in the calendar year, usually in late April or May, committee members may begin receiving books submitted for the Belpré Award. These will trickle in, but committee members should read the books as they are submitted. Committee members should be aware that not every book they receive is actually eligible for the award. They should refer any questions they have about the eligibility of specific books to the chair.

Members are also reminded that they should not rely on only books submitted by publishers but should have ready access to children’s and young adult material and also begin to search for eligible books. The chair may choose to assign book review resources to specific committee members.

Chair contacts ALSC ED and YALSA ED in late April with a list of books to be discussed at the Annual conference. Checks again in late May and lets the office know if committee members will bring copies for the practice discussion or if the office should send the books. If the office is to send the books to the Annual Conference meeting, the chair arranges to distribute them among the committee members between meetings to ensure their safe-keeping since the committee will most likely meet in a different location for each meeting. The chair also re-packs the books for return delivery to the on-site ALSC office at the Annual Conference. Instructions from the ALSC office will be provided ahead of time.

**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.
- **Send** suggestions to the chair, with an indication of whether or not eligibility has been established.
- **Bring**

	Belpré 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 ALSC ED about which books have been suggested on an on-going basis and as soon as possible so that missing books can be requested from publishers.
	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 ED or the YALSA ED on:**

	Meeting schedule as soon as possible. Work on scheduling concerns.
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	Meeting room arrangement as soon as possible. Computer and Internet service is not provided in Award meeting rooms due to the extremely high cost. However, if you require Internet access for committee work while at Annual, you may use part of your committee budget to pay for Internet access in your hotel sleeping room (usually \$10.00 per day; submit original hotel receipt to the ALSC ED or the YALSA ED for reimbursement).
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· **Arrange for**

	A secretary to take minutes on procedural matters, but not on practice book discussion. Select a secretary and two tellers for the Midwinter meeting.
	A second set of books under consideration. Work with the committee. The chair asks committee members to bring books that they are introducing formally into discussion.
	Let the ALSC ED know if members will bring copies of the practice discussion books or if a copy of each book should be sent by the office. It is essential the office receives suggestions in a timely manner in order to request any missing books from publishers. If books have not arrived from publishers the chair arranges for them to be on hand. It is necessary to have a book in hand for practice discussion of that book to take place.

· **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, sent to committee members, ALSC ED and PGC, YALSA ED and AA, ALSC President and YALSA President, and uploaded to ALA Connect three weeks prior to the conference, includes:

- An opportunity for committee members to become reacquainted.
- Discussion of terms, criteria, and definitions for award 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. Included in this discussion will be such items as methods of communicating with the chair and other committee members, review of the procedures as indicated in the committee manual, and discussion of problems or concerns that committee members or the chair have, including difficulty in obtaining books.
- 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 PGC or the AA. At the discretion of the chair, the PGC or AA, 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 committee may discuss former award winners and honor books to practice applying criteria. If the chair wishes to do this, she/he notifies members before the conference to be prepared to do this in whatever manner is decided upon.

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 submits them 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.

## **Other Activities**

Committee members are advised to attend the Pura Belpré Award Celebración, where the previous year's Belpré Award will be presented. This will help them to understand what will be expected of them at the awards presentation the following year if they are able to attend.

Committee members will also want to set aside time to visit the exhibits and inquire about upcoming fall titles that may be eligible for the Belpré Award. Please note that these sorts of inquiries do not constitute soliciting review copies from publishers. If a publisher offers to send you a copy, you may provide your mailing address. The chair has the list of committee members and award criteria available for publishers.

Chair reminds REFORMA President to appoint REFORMA CAYASC as the Awards Celebración Planning Committee. Chair communicates with the REFORMA President the details of creating the Awards Celebración Planning Committee which includes both REFORMA CAYASC members and the Pura Belpre Awards Committee.

## **Report**

The chair prepares and submits a report about the committee's work to the REFORMA CAYASC chair, ALSC President, Vice-President, ED, and PGC on the ALSC Post-Conference Meeting Report Form (see the ALSC Division Leadership Manual or the ALSC website) or, in the appropriate year, to the YALSA President, Vice-President, ED, and Administrative Assistant and uploads the report to the committee's space on ALA Connect by the designated deadline. Attach minutes to the report. This report is placed in the committee's history file for the archive.

## **MIDWINTER: PREPARING FOR SELECTION**

### **Confidentiality of Discussion and of Selection**

Committee members are urged to discuss books under consideration with others throughout the year to obtain a variety of critical opinions. The purpose of such discussion is to help the committee member refine his/her own critical judgment about the books. This does not mean that the committee member's vote in the selection procedure should reflect the consensus of those consulted. Committee members are selected with the understanding that each will exercise independent critical judgment.

There is a need to maintain a high degree of confidentiality regarding the committee's discussions, both oral and written. There are several reasons for this. Among them are ensuring the privacy rights of

others and of presenting each year's Medal winners and Honor Books in a fashion appropriate to the awards.

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

- a. Reasons (other than your own) given by individual committee members for nominating, supporting, or removing a book from consideration.
- b. Specific titles or lists of titles under consideration. Remember that *all* eligible books are under consideration prior to the Midwinter selection meeting.
- c. The number of ballots necessary for any decision or the vote in any balloting.

The committee's reasons for selection of the Medal-winning and Honor Books will be given by the committee chair or a designate who prepares the press release or the announcement articles.

None of the above is intended to limit a committee member's right to speak as an individual. It is meant, instead, to preserve the privacy of other committee members who thus will feel free to speak frankly in a closed session and who should have the right to speak for themselves outside the closed session. It is also meant to preserve and protect the intent in awarding the Medals and naming of Honor Books.

Another aspect of confidentiality about which there is concern is the need to preserve secrecy between the selection and the public announcement of the winners. One prime reason is publicity. Another is to ensure that winners are informed before the public. Other reasons for maintaining secrecy about the winners prior to the public announcement include misinformation, which has occasionally been leaked, and poor relationship with ALSC, YALSA or REFORMA members when some non-committee members are "in on" the information and others are not.

Committee members should be aware that employees of the winning books' publishing companies are informed (of the Medal-winning and Honor Books) when the ALSC ED 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.

### **Midwinter Selection Meeting Discussion List**

It is important for committee members to remember that only books previously nominated or suggested by committee members, ALSC members, YALSA members or REFORMA members may be considered at the Midwinter selection meeting. No books may be added to the list once the Midwinter meeting begins. For this reason it is important to return nominating ballots promptly, suggest books for committee consideration, and urge ALSC, YALSA and REFORMA members to send their suggestions to the chair.

The terms of the Pura Belpré Award indicate which books are eligible for consideration. There are two other aspects of eligibility which committee members should remember.

a. No books may be added to the list under consideration once the Midwinter Selection Meetings begin. Any books which are to be considered must have been placed in nomination by a committee member or suggested by a committee member, or an ALSC, YALSA or REFORMA member prior to the Midwinter Meeting. Insofar as possible, committee members should be informed of all late additions to the list no later than one week prior to the beginning of the Midwinter Meeting. If books are not placed in consideration prior to the Midwinter Meeting committee members may not have had the opportunity to read and evaluate them. For this reason, committee members as well as the ALSC, YALSA and REFORMA membership must take their role seriously in suggesting books to be considered, especially late in the year.

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

For further discussion of eligibility at Midwinter, see the section titled “Midwinter Selection Meeting,” below.

### **MIDWINTER SELECTION MEETING**

The committee will want to make sure that there is enough time at the Midwinter Meeting to select the winning titles and any honor books, provide accurate bibliographic citations, write the press release, the description of the book[s] used at the press conference, and verify pronunciation of winners’ names.

The committee will have at least two meetings during Midwinter. The chair will notify committee members as soon as possible of dates, times, and location for these meetings. The chair is responsible for making sure that all eligible books are taken to the Midwinter Meeting. The ALSC office will also send a copy of each book on the discussion list to the meeting room.

Committee members bring as many laptops as possible to prepare for writing news releases and annotations of books.

Chair may invite the ALSC PGC or the YALSA AA to the beginning of the first meeting to clarify issues.

The chair will be supplied with the proper forms and samples used to submit the award winning books to the ALA Public Information Office (PIO). PIO holds a mandatory meeting, late on Friday afternoon, for all award committee chairs and Presidents to go over the specifics of the press release and the press conference.

Press conference preparation:

- Gather biographical information on authors and illustrators.
- Chair brings publisher forms with author and illustrator contact information; gives a copy to the ALSC staff at the Friday PIO meeting so they can contact publishers on Sunday.
- ALA PIO arranges for translation of the press release into Spanish by Hispanic PR Wire, which uses EFE style. AP style is used for the English press release.
- Chair secures from members names of supervisors or anyone else to whom members would like letters of recognition of service sent.

On the Sunday before the ALA YMA Press Conference, usually in the evening, the committee will meet according to a schedule established with PIO and the ALSC Office. The committee chair will make phone calls to the awardees using a speaker phone so the committee can participate. The ALSC ED will provide a contact number for the authors and illustrators receiving the Belpré Award and honor books, if any.

On the morning of the ALA YMA Press Conference a group photograph of the committee is usually taken. All members of the committee should arrive early as indicated on the schedule provided by the ALSC office for committee photographs. Photographs will be taken near the PIO Office. Then all committee members will be escorted to the press conference room.

## Preparation

The meeting room set-up should be conducive to discussion. Ordinarily, the room will be used only by the award committee and will be locked between meetings. The ALSC office will provide one copy of each book suggested or nominated and upon request, tally sheets, name tents, and several pads of ballots.

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**

	Belpré 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 the discussion list. Committee members are sometimes asked to bring such information for the authors of books that they formally introduce into discussion (at request of the chair).

Please note, it is the particular responsibility of the CCC and committee members representing REFORMA to address culturally-relevant questions about books under consideration.

### Chair Responsibilities

It is the responsibility of the chair to:

#### · **Notify**

	The ALSC ED, or the YALSA ED, about which books have been suggested and nominated on an on-going basis and as soon as possible.
	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.
	Eligibility of titles suggested by sending to publishers the form found in the Appendices, below.

#### · **Check with the ALSC or YALSA Executive Director 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. Computers and Internet service is not provided in Award meeting rooms due to the high cost. 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 room (usually \$10.00 per

	day; submit original hotel receipt to the ALSC ED or the YALSA ED for reimbursement).
	Books under consideration. One copy of each book on the practice discussion list is sent to Midwinter by the ALSC office. It is essential the office receives suggestions in a timely manner in order to request any missing books from publishers. If books have not arrived from publishers the chair arranges for them to be on hand. It is necessary to have a book in hand for discussion of that book to take place.
	When and where the notification phone calls will take place. Usually Sunday evening at the ALA PIO office in the Convention Center. The time the calls are placed depends upon the time zone where Midwinter is located.

**Attend**

	ALA YMA Press Conference Informational Meeting. The meeting is held on Friday evening. The committee is responsible for creating and submitting a press release for the Belpré Award and honor selections.
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**Arrange for**

	Access to the meeting room. The committee usually has an exclusive use room during the Midwinter Selection Meeting. The ALSC ED, or the YALSA ED, will notify you on how to obtain the room 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).
	Someone to write the press release.

**Provide**

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

## Agenda

The agenda at Midwinter, to be sent to committee members, the ALSC ED, ALSC President, and PGC, or the YALSA ED, the YALSA President and the AA, three weeks prior to the meeting, includes:

- 1) Reintroduction of committee members.
- 2) Review the duties of the secretary and two tellers that were selected at the Annual Conference.
  - a) Secretary: Takes minutes on order of business and all procedural matters. No minutes are kept of book discussions or balloting (the ballots and number tally sheets are collected by the chair who turns them in to the ALSC ED or the YALSA ED). The secretary turns in the minutes to the chair prior to the end of the final committee meeting. The chair submits the minutes to the ALSC ED, the YALSA ED and REFORMA CAYASC chair at the conclusion of Midwinter.
  - b) Tellers: Tabulate and double-check all ballots and tally sheets. The tellers turn in all ballots and tally sheets to the chair after the Midwinter Selection Meeting concludes. The chair turns the selection ballots and tally sheets over to the ALSC ED, or the YALSA ED, or PIO representative upon arriving for the Sunday evening notification phone calls. The ballots and tally sheets are destroyed and the minutes are placed in the ALSC archives as a record of the committee's actions.
- 3) Determination of who will fill out the award biographical sheet, write the press release in English, and any other announcement articles. The chair and members of the committee share the responsibility for writing these and for their translation into Spanish. These decisions are made prior to the final selection meeting. Both versions of the press release and biographical essay must be completed within hours of the final meeting of the committee. It is imperative that the biographical information be legible and accurate. The news release will be written directly from this sheet -- so check, check, and check again.
- 4) Discuss voting procedures for winners and possible honor books:
  - a) How voting is to be handled. (There is a set procedure for the balloting for the medal books, but there are other matters that may require votes.)
  - b) Order in which books will be discussed.
  - c) How books will be eliminated from consideration prior to the first ballot and after balloting has begun.

- 5) Review of the terms, criteria, and definitions of the award.
- 6) Discussion and balloting
  - a) Each book nominated or suggested will be considered. Many committees have found it helpful to go through the list once, usually starting with books that committee members have suggested but not nominated. Other committees find that starting with nominated books and then proceeding through the list is more appropriate. In this first inspection of the list, any book that does not seem a serious contender is eliminated by some agreed upon procedure. At this point limited discussion takes place. Once this is completed, full discussion of each book remaining on the list takes place. The reason is that some books suggested no longer seem serious contenders once the output of the entire year has been read. Committee members must always keep in mind, however, that once a book has been eliminated it cannot be reintroduced. When any book is eliminated from consideration, it is removed from the table so that only the books still under consideration remain.
    - i) Discussion is focused first on a book's strengths before its weaknesses
    - ii) Discussion is as even-handed as possible. Books do not always require the same length of discussion
    - iii) Discussion is meaningful, that is, based on the award criteria
    - iv) 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)
  - b) When all books have been fully discussed, the committee proceeds to a ballot, following the procedure for closing discussion as agreed upon in #4 above. (See voting procedures, next section.)
  - c) When tellers have completed their tally and have checked it, the chair reads the results. If there is a winner, the committee proceeds to the next step, selection of honor books.
  - d) If the ballot does not procure a winner, the committee reopens discussion. The committee may not proceed to another ballot without discussion.
  - e) The committee may, in its discussion, eliminate additional books before proceeding to another ballot. However, caution must be taken in doing this. No book that has received a vote in the early balloting should be eliminated before a second or third ballot. Later on, books that have received only a few points might be eliminated in order to facilitate the choice of a winner. Because of the mathematics of the voting process, and if possible, the number of books under consideration ought never drop below eight. The committee must remember, also, that once a book is eliminated from consideration, it may not be re-introduced at a later time, either for consideration for the Medal or as an Honor Book.
  - f) Once the committee has completed its discussion, it again ballots. If again there is no winner, the above procedures are followed, alternating discussion and balloting until a winner is chosen.



## 7) Selection of Honor Books

a) There is no set number of Honor Books to be named. The committee may name as many or as few as it chooses, or none, keeping in mind that the books should be truly distinguished, not merely general contenders. Following the selection of each of the three Medal winners, the committee, if it chooses to name honor books, may ballot again among the books that appeared on the final Medal-winning ballot. The committee may choose to name one or more of the books that are highest in this balloting as Honor Books. When Honor Books are announced to the public, they are announced in alphabetical order, by winner, so as to accord equal honor to all books.

b) Immediately following determination of the winners of the Medals, and following appropriate discussion, the committee will entertain the following:

- i) Whether Honor Books will be named
- ii) Whether the committee wishes to choose as honor books the next highest books on the original winning ballot or to ballot again
- iii) If the committee votes to use the award winning ballot, the next motion will be one regarding number of books to be named
- iv) If the committee chooses to ballot for honor books, only books that received points on the award winning ballot may be included. The same voting procedure is followed as for the award winner.
- v) If the committee has chosen to ballot for honor books, following that ballot, the committee will vote how many books of those receiving the highest number of points are to be named honor books.

## **Voting Procedures—Point System**

· For the ballots at Midwinter for the Pura Belpré Award, committee members are asked to name a first, second, and third choice.

· When the ballots are tabulated, 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.

· To be a Medalist, a book must receive four first place votes at four points per vote for a total of 16 points, and it must have a four-point lead over the book receiving the next highest number of points.

## **Committee Participation at the Midwinter Selection Meeting**

Every attempt will be made to arrange the room to be conducive to discussion. However, committee members may have to overcome some physical obstacles. Discussion is enhanced if committee members keep in mind the following tips.

- Speak loudly enough to be heard.
- Try not to engage in private conversations with individual committee members during the meetings.

- Speak briefly, and allow others an opportunity to speak before speaking again.
- Listen carefully to other committee members.
- Speak only to the terms, criteria, and definitions for this award.
- Avoid generalities such as, “This is a nice book”; “The illustrations are appropriate,” etc., without supporting critical analysis.
- Make comparisons, but only in relationship to other books eligible for consideration. That is, do not compare a book with the author’s entire body of work. Likewise, do not compare a book with books published in preceding years unless absolutely necessary to establish a book’s individually distinct qualities. Comparisons are to be made only among the books that are eligible for the award.

### **CAYASC at the Midwinter Selection Meeting**

The REFORMA Children and Young Adult Services Committee (CAYASC) may wish to meet during Midwinter. This committee is responsible for organization and sponsorship of the Pura Belpré Celebración to be held at the next ALA Annual Conference at which the award is presented. This includes setting the order of events, invitations and ticket sales, if needed; arranging entertainment, if provided; program design and printing if not done by the Illustrator Award–winning publisher; and any other costs related to the Celebración. The CAYASC chair should contact the presidents of all three organizations to find out if any other major events are being planned during the Annual Conference when the Celebración will be held. The committee suggests a date and time and submits this to all three organizations so that the Boards can vote to approve the Celebración date and time. Part of the planning process will include working with ALSC staff to secure, through ALA Conference Services (CS), a site, catering, audiovisual (if needed), and an entry in the ALA conference program. ALSC office will notify the CAYASC chair of the deadlines set by ALA Conference Services.

### **MIDWINTER: AFTER SELECTION**

Congratulations are sent; the Celebración is planned:

- REFORMA CAYASC makes plans for the Celebración, including inviting the Presidents of the three organizations to make opening welcoming remarks at the celebration.
- ALSC ED, or YALSA ED, sends congratulatory letters to publishers and invites the publisher of the Illustrator Medal–winning book to design and print the Celebración program. ALSC ED, or YALSA ED, puts publishers in touch with CAYASC chair as the contact for working out the details and arrangements for the program.
- ALSC office prepares and inscribes medals for winners and plaques for honor winners.
- Selection Committee Chair also sends congratulatory letters to winners and publishers.
- Selection Committee Chair sends “thank you” letters to members and members’ employers and, upon request, press releases to members’ local newspapers and library school alumnae bulletins.
- Selection Committee Chair consults with REFORMA CAYASC Chair to keep abreast of plans regarding invitations, content of Celebración, format of printed program, etc.
- Selection Committee Chair prepares the remarks for the presentation of awards at Celebración and the introductions for each of the winners at the Celebración and submits copy to the ALSC, or the YALSA, office by late May.

## **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. Please refer to the policy on pp.39-40.

## **Announcements, Publicity and Presentation**

The committee reconvenes after the selection process is complete to prepare a press release for ALA PIO. Responsibilities are:

- The chair divides preparation 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.
- The chair provides the completed press release to PIO by the designated deadline and in the designated format. PIO will vet the release and call the chair back for final review. Once reviewed, PIO sends the press release to the translation service. If you do not have a laptop, often someone on the committee will have one that can be used to prepare the press release. USB jump or “thumb” drives will be provided by PIO at the Friday informational meeting. You will save your completed press release to this drive and turn the drive in to PIO when finished.
- The press release will be distributed immediately after the ALA YMA Press Conference. The press release is available in print and on the ALSC and YALSA websites. Refer to Part IV, *Sample: Press Release Announcing Winners in English* and *Sample: Press Release Announcing Winners in Spanish*.

## **Award and Honor Notification Phone Calls**

Usually on Sunday evening, the chair notifies the winning author(s) and publisher(s) by phone. Usually, this is done by speakerphone, so that the whole committee shares the news and offers congratulations. The timing of the calls is dependent upon the availability of publishers to provide the ALSC ED, or YALSA ED, with author and/or illustrator phone numbers and the time zone of the Midwinter Meeting.

## **ALA Youth Media Awards Press Conference**

The committee convenes at the PIO headquarters on the morning of the ALA YMA Press Conference. Usually the committee is asked to pose for a group photograph. The ALSC ED will notify the chair of when the committee is scheduled as all award committees are scheduled that morning. It is essential that all members are present a few minutes before the scheduled time to avoid delays so that the press conference may start on time.

At the ALA YMA Press Conference, the ALSC and YALSA and REFORMA Presidents (or designees) will make the announcements. The ALSC President, or the YALSA President, will introduce the award and then introduce the REFORMA President. The REFORMA President will deliver the award announcements in a bilingual manner, mixing both English and Spanish. Other award announcements that morning include the Batchelder, Caldecott, Carnegie, Coretta Scott King Book Awards, Geisel, Margaret Edwards, Newbery, Odyssey, Printz, Schneider, Sibert, YALSA Excellence in Non-Fiction and the Children’s Literature Legacy 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 go to the new chair, the ALSC, YALSA and REFORMA Presidents, ALSC ED, YALSA ED, and REFORMA CAYASC chair. The recommendations cover internal changes, changes in the working relationship with ALSC, YALSA and REFORMA, and/or matters requiring Board action from each association.

## **AFTER MIDWINTER SELECTION MEETING**

### **Public Relations**

Members of the committee should work with their local news media in publicizing the Pura Belpré, Alex, Batchelder, Caldecott, Carnegie, Coretta Scott King Book Awards, Geisel, Margaret A. Edwards, Newbery, Odyssey, Printz, Schneider, Sibert, YALSA Excellence in Non-Fiction, and the Children's Literature Legacy Award. Be sure that local newspapers and television and radio stations receive press releases. On occasion, local newspapers and television and radio stations have given extra coverage to the awards when a local person was involved in the selection process.

If you are interviewed, please emphasize the importance of good books for children and young adults, the terms of the award, and the committee's reasons for the choices made. You are reminded about the need for confidentiality. Committees completing their work early need to be especially careful about confidentiality prior to the public announcement.

Other promotional activities might include developing programs and displays in libraries, schools, and other agencies about the Medal-winning and Honor Books.

### **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, "Sample: *Letter to Committee Members' Employer/Supervisor #2.*"

### **Report**

The chair prepares and submits a report about the committee's work to the REFORMA CAYASC chair, ALSC and YALSA Presidents, Vice-Presidents, Executive Directors, and PGCs and AAs (for ALSC this should go on the ALSC Post-Conference Meeting Report Form which is uploaded to the committee's space in ALA Connect (see the ALSC Division Leadership Manual or the ALSC website) by the designated deadline. Attach minutes to the report. This report is placed in the committee's history file for the archive.

## **PREPARATION FOR THE AWARDS PRESENTATION**

### **Presentation of Medals and Plaques**

The medals will be presented to the three Medalists and plaques to the creators of the Honor Books at the Celebración. Each organization's President has the option to make the presentations. An ALA hotel will be selected as the forum for the presentation to allow for the largest number of people to attend. The Children and Young Adult Services Committee of REFORMA will assume responsibility for coordinating the program with the assistance of the Belpré Award committee members. Although committee members are not required to be present, most find a special satisfaction in being part of the audience on this occasion.

# **PART III: ROLES AND RESPONSIBILITIES**

INTRODUCTION

COMMITTEE CHAIR

- General Responsibilities

- Annual Conference and Midwinter Selection

- Meeting After Midwinter Selection Meeting

- Annual Conference/Awards Celebración

ALSC PRIORITY GROUP CONSULTANT

ALSC / YALSA STAFF

- General Responsibilities

- Annual Conference and Midwinter Selection

- Meeting After Midwinter Selection Meeting

- Annual Conference/Awards

Celebration REFORMA CAYASC

ALSC PRESIDENT

REFORMA PRESIDENT

YALSA PRESIDENT

ALSC, REFORMA AND YALSA BOARD OF  
DIRECTORS ALSC, REFORMA AND YALSA  
MEMBERSHIP

**ALA PUBLIC INFORMATION OFFICE  
(PIO)**

## INTRODUCTION

The Pura Belpré Award Committee is responsible for selecting the Medal winners and, if it so chooses, Honor Books. The Pura Belpré Award 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, ALSC (staff, membership, ALSC Board, and the ALSC president, Priority Group Consultant or PGC), YALSA (President, Board, staff, membership), YALSA Administrative Assistant (AA), REFORMA CAYASC, REFORMA Board, and the ALA Public Information Office have specific roles and responsibilities. The checklists below with those roles and responsibilities are comprehensive but not exhaustive.

### COMMITTEE CHAIR: RESPONSIBILITIES

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

There is a delicate balance that the chair must maintain between being the chair and being a committee member. Many chairpersons find it helpful to the free flow of the discussion if they limit their discussion to books they feel strongly about, speak later in the discussion of any book, and speak only to make a point that has not already been made.

The chair is responsible for setting the tone for committee discussion. This can be done by accepting all statements relative to the discussion, by firm leadership leading the discussion on pertinent issues, and by the ability to provide opportunity and encouragement for all committee members to speak, without allowing any member to dominate. In addition, the chair does the following:

#### General Responsibilities

√	Committee Chair Responsibility	Due Date
	Sends welcome email/letter to members with procedural information, including a link to the Belpré manual, and a request that members verify their mailing addresses for publisher submissions. Creates a mail roster (work/home address, email, phone, fax, and preferences) based on information from the ALSC and YALSA office and verification from members.	ASAP after appointments are filled.

	This ensures committee correspondence will be received and answered as needed.	
	Sends congratulations letter to employer/supervisor of committee members.	ASAP
	Checks to see that Belpré Award Committee Manual is sent to committee members by the ALSC ED or YALSA ED. Reminds committee that it can always be downloaded from the ALSC or YALSA Website.	ASAP
	Establishes calendar and distributes to committee members.	ASAP
	Contacts the REFORMA CAYASC Chair to obtain the name of the Cultural Competency Consultant and invites the CCC to the first Midwinter introductory meeting.	ASAP
	Communicates with the ALSC ED, or the YALSA ED in the appropriate year, about meeting schedules so that it fits with the other award committees and, if necessary, requests materials needed for meetings, such as name tents, ballots for midwinter, books for discussion, etc. for Annual and Midwinter Meetings.	On-going
	Solicits/receives/distributes suggestions; prepares lists of eligible books and sends them to committee members.	Monthly
	Prepares ballots for nominations in September/October and in December. Distributes results to committee members and ALSC ED, or YALSA ED, within one week of due date for receipt from committee members.	September & December

	Checks eligibility of books suggested or nominated by sending form to publishers. Obtains assistance of PGC, or AA, when needed.	On-going
	Answers all correspondence promptly.	On-going
	Copies appropriate correspondence to the committee members, ALSC President or ED, or YALSA President or ED, for reply when appropriate. Copies all formal correspondence to committee members, to the ALSC President and Vice-President, ALSC ED, YALSA President, Vice-President, and ED, the REFORMA CAYASC chair, and to the PGC and AA (does not include emails or forms to publishers; does include concerns of eligibility).	On-going



	Contacts non-participating committee members and, if necessary, after consultation with PGC or AA, suggests their resignation from the committee. If the member belongs to REFORMA, the REFORMA president should be consulted.	On-going
	Represents the committee at committee chairs' orientations and ALSC Division Leadership meeting (seated with Priority Group VI) or YALSA Committee Chair.	First Midwinter and Annual Conference

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

√	Committee Chair Responsibility	Due Date
	Works with ALSC ED or YALSA ED on all meeting room arrangements: scheduling, room assignment, discussion list books to be provided, etc.	On-going
	Notifies committee members as to meeting schedule and place.	ASAP
	Reminds REFORMA president that the CAYASC is charged with planning Belpré Award Celebración.	ASAP
	Conducts all committee meetings.	1 <sup>st</sup> MW, AC, MSM
	Prepares agendas for all committee meetings and distributes them prior to the meetings. This includes accompanying informational packets with the agenda, discussion lists, discussion guidelines, etc. included.	May & December
	Develops and distributes roster of committee members' conference hotels and cell phone numbers for on-site communication in case of emergency.	May & December
	Prepares and distributes list of discussion books to committee members and the ALSC ED and the YALSA ED. The final list for the Midwinter Selection Meeting must be sent at least three weeks prior to the beginning of Midwinter.	May & December
	Appoints committee secretary and tellers.	December/January
	Notifies committee on the discussion order of the final list of books (arranged by author or title) so that members may organize their notes accordingly.	December

	Attends the ALA YMA (Youth Media Awards) Press Conference informational meeting	Midwinter; usually Friday evening
	Prepares or arranges for a committee member to write the news release for PIO and submits in designated format along with copies of the medal and honor books. Prepares the award biographical sheet, and other announcement articles. Translations of remarks for press and news release into Spanish are done by the PIO at this time.	Immediately After making Midwinter award selections
	Submits committee tally sheets, committee ballots, and committee minutes to ALSC ED or YALSA ED, immediately on conclusion of the committee's meetings.	Immediately after Midwinter Selection Meeting
	With the Committee, notifies winners by phone usually on Sunday evening.	Midwinter
	Attends ALA YMA Press Conference with Committee	Midwinter
	Attends the REFORMA CAYASC Pura Belpré Celebración Organizing Committee Meeting.	Midwinter

	Asks committee members to make recommendations regarding policies, practices, and procedures. Recommendations cover internal changes, changes in the working relationship with ALSC, YALSA, REFORMA, the PIO, and/or matters requiring Board action. Includes these recommendations in the post-conference report.	End of MSM
	Prepares committee report on Annual and Midwinter meetings for the ALSC president and Vice President, ALSC ED, and PGC, the YALSA President, Vice President, YALSA ED and AA and the REFORMA CAYASC chair,	Within three weeks of the end of the Midwinter Meeting

### After Midwinter Selection Meeting

√	Committee Chair Responsibility	Due Date
	Sends letters of congratulations to Medal-winning and Honor Book authors, illustrators and publishers with a cc: to the ALSC ED, the YALSA ED, and PGC.	Immediately After Midwinter
	Sends appreciation letters to committee members and to committee members' employers/supervisors with a cc: to the ALSC ED and PGC and the YALSA ED and AA.	Immediately after Midwinter
	Submits budget request for next committee (on request). For budget information, please see the most current edition of the ALSC Division Leadership Manual and the YALSA Leadership Manual, as necessary.	If applicable, immediately after MW
	Maintains financial records of committee's expenses and requests a reimbursement from ALSC or YALSA (all year). For instructions on requesting reimbursement, please see the most current edition of the ALSC Division Leadership Manual or the YALSA Leadership Manual.	After Midwinter
	Sends all committee files to ALSC office or YALSA office and copies of procedural information to the next Belpré chair. This includes sending the next chair titles of any books with next year's copyright date that the committee has identified in its reading, and friendly suggestions about procedural matters.	Immediately after Midwinter
	Checks with the REFORMA CAYASC chair to find out the details of the Celebración and that letters to publishers inviting authors and illustrators to the celebration have been sent.	February
	Encourages committee members to attend Awards Celebración and notifies them of date and location of the event.	March (location announced in early May)
	Prepares introductions and presentation comments for Awards Celebración and submits to ALSC office, or YALSA office, for the Award file.	April

**Annual Conference/Awards Celebración**

√	<b>Committee Chair Responsibility</b>	<b>Due Date</b>
	Introduces committee members to audience as part of Celebración	Awards Celebration
	Presents Medals and Honor Book plaques, prefaced by prepared introductory remarks about why each book was selected.	Awards Celebration

**PRIORITY GROUP CONSULTANT AND ADMINISTRATIVE ASSISTANT**

√	<b>PGC and AA Responsibilities</b>	<b>Due Date</b>
	Serves as a liaison between the ALSC Board and the YALSA Board and the committee chair and between the ALSC office and the YALSA office and the committee chair.	On-going
	Assists chair with procedural, personnel, and eligibility questions.	On-going
	Assists members with unusual issues, particularly those having to do with the committee chair.	On-going
	Meets with committee chair at Division Leadership meetings (ALSC or YALSA) for orientation and through email communication throughout the year.	1 <sup>st</sup> Midwinter, AC
	Attends committee meeting to explain the role of the PGC or AA (at request of chair).	1 <sup>st</sup> MW & AC
	Works with the chair to review annually the procedures of the committee and to make recommendations for improving the process.	On-going

### REFORMA Cultural Competence Consultant

√	<b>CCC Responsibilities</b>	<b>Due Date</b>
	Assists chair with issues and concerns regarding appropriate cultural context and/or cultural authenticity.	On-going
	Conducts research to address identified concerns raised by the committee	On-going
	Presents an overview of <b>Latino</b> culture to the committee.	1 <sup>st</sup> Midwinter
	Distributes a compiled bibliography of suggested readings designed to help members think critically about the representation of <b>Latino</b> culture.	1 <sup>st</sup> Midwinter
	Available for in-person consultation.	AC and MW

### ALSC STAFF/YALSA STAFF

#### General Responsibilities

√	<b>ALSC and YALSA Staff Responsibilities</b>	<b>Due Date</b>
	Notifies members appointed by the president. (ED & Prog. Coord.)	By August 31 <sup>st</sup>
	Sends a roster and the terms and criteria to publishers encouraging them to submit eligible books for the committee to review. Posts roster on the ALSC or YALSA Website. (ED)	Immediately after 1 <sup>st</sup> Midwinter
	Maintains a collection of all suggested and nominated books from lists sent by chair. (ED)	On-going
	Works with chair on meeting schedule and meeting room arrangements for 1 <sup>st</sup> MW meeting, Annual (prior to Midwinter Selection Meeting) and Midwinter Selection Meeting. (ALSC and YALSA EDs)	On-going August & January
	Upon request from the chair, arranges for name tents, ballots, etc.	
	Assists with call for members-at-large to submit titles for consideration in ALSC and YALSA publications and electronic discussion lists. (Comm. Officer-CO)	On going

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

√	<b>ALSC and YALSA Staff Responsibilities</b>	<b>Due Date</b>
	Upon request, provides one copy of each book on discussion lists/notifies chair of any books that cannot be provided. (ED)	On-going
	Sets deadlines for information needed to arrange for the Celebración site.	Immediately after Annual Conference
	With assistance from ALA CS (Conference Services), the office arranges for chair to have key to meeting rooms during MW Selection Meeting.	One week before MW Selection Meeting

	Provides chair with phone numbers for winning publishers. (ED)	Midwinter
	Works with PIO on arrangements for announcement: translation of press release, phoning winners, ALA YMA Press Conference, press release, distribution of press release in print and on ALSC and YALSA websites, etc. (ED, CO)	Midwinter
	Works with president on ALSC portion and the YALSA portion of the ALA YMA Press Conference. (ED)	Midwinter
	Provides REFORMA President with a report on the financial status of the Belpré Endowment. (ED)	Midwinter
	Updates awards lists on ALSC and YALSA website. (CO)	Immediately after announcements at Midwinter

**After Midwinter Selection Meeting**

√	<b>ALSC and YALSA Staff Responsibilities</b>	<b>Due Date</b>
	Arranges for preparation of medals and honor plaques.	February
	Updates awards lists in new committee manuals.	January after announcements

	Submits information to ALA Conference services as received from the REFORMA CAYASC to secure room, a/v, and catering.	January – April
	Sends letter of congratulations to winning publishers and puts them in contact with REFORMA CAYASC chair as their contact for information regarding the award Celebración. Requests display copies of winners. (ED)	January/February
	Solicits commitment to design & print celebración program from illustrator Medal-winning publisher in award letter. (ED)	Immediately after announcements at Midwinter

### Annual Conference/Awards Celebración

√	ALSC and YALSA Staff Responsibilities	Due Date
	Brings medals and plaques to Conference and arranges for delivery to Celebración location.	Awards Celebración
	Brings a copy of each book for display at the Celebración.	Awards Celebración
	Submits invoice to the REFORMA treasurer detailing the expenses of the Celebración. (ED)	Immediately after Annual
	Arranges for publication of acceptance speeches in <i>Children and Libraries</i> , <i>Young Adult Library Services</i> , and on appropriate websites. (CO)	Summer following Annual

### REFORMA CAYASC

The Children & Young Adult Services Committee (CAYASC) of REFORMA is responsible for organization and sponsorship of the Pura Belpré Celebración at each ALA Annual Conference at which the award is presented. This includes working with ALSC and YALSA staff to secure a site, catering, and audiovisual if needed; providing information to ALSC and YALSA staff by designated submission schedule to be printed in the conference program; invitations and ticket sales, if needed; entertainment, if provided; program design and printing if not done by illustrator Medal-winning publisher; and any other costs related to the Celebración. Arrange for book sales and author signings

at the Celebración. The location will be held at an ALA hotel to allow for the largest number of people to attend.

√	<b>REFORMA CAYASC Responsibilities</b>	<b>Due Date</b>
	Reviews correspondence from the Belpré Award Selection Committee chair and if necessary contacts the REFORMA President on items that are of concern or require action.	On-going
	Contacts ALSC ED, YALSA ED and REFORMA President to decide a mutually agreed upon joint meeting date for the ALSC, YALSA and REFORMA Executive Committees or designees to take place at MW.	By 8/31 before the Midwinter Meeting
	Contacts the ALSC ED, the YALSA ED and REFORMA President to find out if any other major events are occurring to avoid scheduling conflicts when planning for the date and time of the Celebración.	Early in the year of consideration
	Suggests date and time of Celebración to REFORMA president, ALSC ED and YALSA ED so that each organization can vote to approve at Annual Conference. In order for the event to be tracked in the ALA conference program, the Celebración will need to occur between 8:00 a.m. and 5:00 p.m.	Early May
	Contacts ALSC ED, YALSA ED, and REFORMA President to touch base on Celebración preparations.	Immediately after Midwinter Selection Meeting
	Sends letters with details about Pura Belpré Award Celebración arrangements to the publishers of the award winners and honor recipients (prepares invitations, sends invitations, confirms author and illustrator participation)	March
	Works with all three presidents on arrangements for award presentation.	March
	Submits room set-up, a/v needs, and catering information to the ALSC Program Officer for Continuing Ed by the deadline provided.	
	Handles correspondence related to the awards Celebración and copies the ALSC ED and the YALSA ED.	On-going
	Works with winning publishers to create printed program	May



	Provides award selection chair with copies of former presentation speeches, deadline for presentation speeches, and information on Belpré Awards Celebración procedures.	April
	Upon receipt of invoice from ALSC or YALSA, REFORMA treasurer sends a reimbursement check to ALSC, or YALSA, to cover the Award Celebración expenses.	

#### Annual Conference (after Midwinter Selection Meeting)

√	REFORMA CAYASC Responsibilities	Due Date
	Carries out responsibilities related to award Celebración and presentation.	June
	Handles last minute details related to award Celebración and presentation.	June

#### ALSC PRESIDENT AND YALSA PRESIDENT

√	ALSC and YALSA President Responsibilities	Due Date
	Each division president appoints two committee members. The chair is appointed by REFORMA in 2020, ALSC in 2021, YALSA in 2022 and then they repeat. REFORMA 2023 ALSC 2024 YALSA 2025 REFORMA 2026 ALSC 2027 YALSA 2028 REFORMA 2029 ALSC 2030 YALSA 2031	Before the 1 <sup>st</sup> MW of year under consideration
	Fills ALSC committee vacancies and YALSA committee vacancies on the Belpré Committee.	As needed
	Deals with conflict of interest or with problem of committee member participation in consultation with the ALSC Executive Committee and PGC. YALSA President will deal with their Executive Committee and their AA.	On-going

	Attends the ALA PIO YMA Press Conference informational meeting.	Usually Friday Evening of Midwinter Selection Meeting
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	Announces the ALSC and YALSA awards at the ALA YMA Press Conference and jointly announces the Belpré Award, in English and Spanish, with the REFORMA president.	Midwinter Selection Meeting
	Each division President makes opening remarks during the Pura Belpré Award Celebración.	AC (after MW Selection Meeting)

### REFORMA PRESIDENT

√	REFORMA President Responsibilities	Due Date
	<p>Appoints three committee members. The chair is appointed by REFORMA in 2020, ALSC in 2021, YALSA in 2022 and then they repeat.</p> <p>REFORMA 2023 ALSC 2024 YALSA 2025 REFORMA 2026 ALSC 2027 YALSA 2028 REFORMA 2029 ALSC 2030 YALSA 2031</p>	By August 31 before the first MW of the year under consideration
	Notify ALSC office and YALSA office of REFORMA appointed member acceptances (email names, addresses, phone numbers, and email addresses to ALSC ED. Provide copies to YALSA ED and the REFORMA CAYASC chair).	By August 31

	Notifies the ALSC ED and the YALSA ED of the current name of the REFORMA CAYASC chair (Name, address, phone number, email address and start/end date of their term). ALSC ED, YALSA ED & REFORMA CAYASC chair will be the go-to's for each organization.	August 31
	Fills REFORMA committee vacancies on the Belpré Committee.	As needed
	Deals with conflict of interest or with problem of committee member participation in consultation with the REFORMA Board.	On-going
	Promotes the award along with others.	On-going
	Notifies the REFORMA CAYASC chair they are responsible for planning the Celebración.	MidWinter Conference
	May choose to invite the ALSC ED/ALSC president and the YALSA ED/YALSA president to REFORMA Board Meeting if there are questions about the Pura Belpré Endowment Status Report.	Annual Conference
	Attends the ALA PIO YMA Press Conference informational meeting	Usually Friday evening of Midwinter Selection Meeting
	Jointly announces the Belpré Awards, in English and Spanish, with the ALSC and YALSA presidents. Sits at dais during the press conference.	Midwinter Selection Meeting
	Jointly makes opening remarks during the Pura Belpré Award Celebración	AC (after MW Selection Meeting)

### **ALSC, YALSA AND REFORMA BOARD OF DIRECTORS**

<b>√</b>	<b>ALSC, YALSA and REFORMA BOARD Responsibilities</b>	<b>Due Date</b>
	Regularly, and on request, reviews, reaffirms, and/or changes terms and procedures for award selection.	On-going

## ALSC, YALSA AND REFORMA MEMBERSHIP

√	<b>ALSC, YALSA and REFORMA Membership Responsibilities</b>	<b>Due Date</b>
	ALSC, YALSA and REFORMA membership submit suggestions for award to committee chair throughout consideration period.	On-going
	Promotes community interest in the award/distributes information about award.	On-going
	Attends Awards Celebración.	AC after MW Selection Meeting

## ALA PUBLIC INFORMATION OFFICE (PIO)

√	<b>ALA PIO Responsibilities</b>	<b>Due Date</b>
	Arranges for Press Conference.	On-going
	Provides guidelines for preparation of press release information—explanation of why books are truly distinguished and biographical information on winning author(s) and illustrators.	Fall in year under consideration
	Designates format and deadlines for submission of information/books needed to prepare press release.	Fall in year under consideration
	Briefs chair on arrangements for notifying winners and for Press Conference.	MW-Friday
	Proofreads press release from draft submitted by committee.	At Midwinter-Sunday
	Arranges for translation of the press release into Spanish by Hispanic PR Wire (EFE style)	At Midwinter-Sunday
	Provides time and space for chair to make phone calls to winners before Press Conference (preferably with a speaker phone to allow committee participation).	Midwinter-Sunday & Monday
	Distributes press release	Immediately after announcement at Midwinter



## **PART IV: SAMPLES**

Sample Calendar

Sample Address Request Form

Sample Letter to Committee Member's Employer/Supervisor #1 for Start of

Service Sample Letter to Committee Member's Employer/Supervisor #2 for

End of Service Sample News Release Form

Sample Publisher Form for Author and Illustrator Eligibility

Information Sample Template for Letter to Verify Author/Illustrator

Eligibility Sample Table for Keeping Track of Eligibility

Sample Format for List of Books under

Consideration Sample Note-Taking Form

Sample Nominating Ballot #1 Author Award

Sample Nominating Ballot #1 Illustrator Award

Sample Nominating Ballot #2 Author Award

Sample Nominating Ballot #2 Illustrator Award

Sample Tally Sheet

Sample Letter to Author, Editor

Sample Press Release Announcing Winners in English

Sample Press Release Announcing Winners in Spanish

## PURA BELPRÉ AWARD

*Sample: Calendar*

### PURA BELPRÉ AWARD COMMITTEE CALENDAR

(Year - Year)

January	ALA Midwinter Meeting Belpré Introductory Committee Meeting. (Optional, but strongly encouraged)
May	Suggestions due*
June	Suggestions due*
June	ALA Annual Conference Belpré Award Organization and Discussion Meetings (mandatory attendance) - exact times and locations TBA
August	Suggestions due*
September	Suggestions due*
October	Suggestions due*
October	<b>NOMINATIONS #1</b> due (use form #1)**
November	Suggestions due*
December	Suggestions due*
December	<b>NOMINATIONS #2</b> due (use form #2)**
January	Suggestions due (for late submissions only)
January	ALA Midwinter Meeting Belpré Award Selection Meetings (mandatory attendance) Friday, exact time and location TBA in early January Saturday, exact time and location TBA in early January Sunday, location TBA in early January Belpré Award Notification Phone Calls to winners Sunday evening, exact time & location TBA in early January Monday ALA Youth Media Awards Press Conference (arrive early for photos) 8:00 a.m. Press Conference starts
July	ALA Annual Conference, Belpré Award Celebration - Day, time, location TBA

\*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 and December

**PURA BELPRÉ AWARD**

*Sample: Employer/Supervisor Information*

Please supply the employer/supervisor information so a letter can be sent to your employer/supervisor regarding your participation on the Pura Belpré 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



## PURA BELPRÉ AWARD

*Sample: Letter to Employer/Supervisor #1 for Start of Service*

Dear \_\_\_\_\_,

Please accept our congratulations and gratitude for your support of [NAME] during their term on the Pura Belpré Award Selection Committee co-sponsored by the Association for Library Service to Children (ALSC), a division of the American Library Association (ALA), the Young Adult Library Services Association (YALSA) and the National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking (REFORMA), an ALA affiliate.

This is an especially exciting assignment. The Belpré Award is presented to a **Latino**/Latina writer and illustrator whose work best portrays, affirms, and celebrates the **Latino** cultural experience in an outstanding work of literature for children and youth. As part of this committee, [NAME]\_\_\_\_\_ will help to encourage **Latino** authors and illustrators in their efforts to produce children's works celebrating the **Latino** experience in the United States.

In accepting this appointment, each committee member has made a professional commitment to be involved in an intense and time-consuming process: reading, evaluating, discussing, and ultimately selecting the winning books. Needless to say, already well-practiced reviewing and evaluative skills will be further honed and heightened.

In July our committee will meet during the ALA Annual Conference in [CITY, ST] . We will meet to make our selections in [MONTH, YEAR] in [CITY, ST] . The award presentation will be held during the ALA Annual Conference in [CITY, ST] in [MONTH, YEAR].

Thank you again for your support during this selection process.

Sincerely,

Chair, (year) Pura Belpré Award Committee

## PURA BELPRÉ AWARD

*Sample: Letter to Employer/Supervisor #2 for End of Service*

[DATE]

[NAME, ADDRESS]

[SALUTATION]:

Please accept our congratulations and thanks for your support of [NAME] during their term on the ALA's Association for Library Service to Children (ALSC), the Young Adult Library Services Association (YALSA) and REFORMA's [YEAR] Pura Belpré Award Selection Committee.

The committee, which selected the author and illustrator winners of the [YEAR] Pura Belpré Medals and the [YEAR] Pura Belpré Honor Books, has considered books for youth that are published in the United States including Puerto Rico during [YEARS]. Many trade books for children by **Latino** authors and illustrators are now published each year, and the job of a committee member has become more challenging. Besides their initial reading, the members have been involved in an intense process of re-reading, evaluation, and discussion to hone their selection/reviewing skills and increase their professional understanding of the field of children's literature. It's a demanding but wonderful experience and one that should prove of great value to their libraries, systems, and universities as well as to themselves.

[NAME] has been an exemplary member of this committee and we look forward to seeing them in [CITY] in [MONTH, YEAR] for the award presentation.

Thank you again for your support during this selection

process. Sincerely,

[NAME], Chair

[YEAR] Pura Belpré Award Selection Committee

**PURA BELPRÉ AWARD**  
**Sample: News Release Form**

Committee members sometimes notify employers/supervisors about their work on the Belpré 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, YALSA, REFORMA, and ALA. Below is a sample news release form:

From:

FOR IMMEDIATE RELEASE

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

**(Your name)** will serve as **(position—member or chair)** on the **(year)** Pura Belpré Award Committee. The committee is charged with selecting a **Latino**/Latina writer and illustrator whose work best portrays, affirms, and celebrates the **Latino** cultural experience in an outstanding work of literature for children and youth. Honor books may also be named. The Pura Belpré Award Committee operates under the direction of the Association for Library Service to Children (ALSC), the Young Adult Library Services Association (YALSA) both divisions of ALA, and REFORMA: The National Association to Promote Library and Information Services to Latinos and the Spanish Speaking, an ALA affiliate.

**[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.

ALSC and YALSA are concerned with:

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

REFORMA: The National Association to Promote Library and Information Services to Latinos and the Spanish Speaking goals are:

- Development of Spanish-language and **Latino**-oriented library collections;
- Recruitment of bilingual, multicultural library personnel;
- Promotion of public awareness of libraries and librarianship among **Latinos**;
- Advocacy on behalf of the information needs of the **Latino** community;
- Liaison to other professional organizations.

**PURA BELPRÉ AWARD**

*Sample: Publisher Form for Author and Illustrator Eligibility Information*

Note to Chair: If necessary, email this form to the publisher.

**Pura Belpré Author/Illustrator Information Form Author/Illustrator Information Verification**

Please assist the Pura Belpré Award Committee by completing the information below for each book submitted so that the committee may verify the eligibility of the author or illustrator. This solicitation of information in no way implies that this book will be selected; merely that it is under consideration.

*For purposes of this award, “**Latino**” is defined as people whose heritage emanates from any of the Spanish-speaking countries of **Latin America**. "Latin America is generally understood to consist of the entire continent of South America in addition to Mexico, Central America, and the islands of the Caribbean whose inhabitants speak Spanish." (from Encyclopædia Britannica, January 23, 2019, <https://www.britannica.com/place/Latin-America>)*

Book Title:

Publisher/Imprint:

Publication date (month/year):

Editor of book:

Name of person submitting this form:

Email address:

**Author(s):**

Is the author **Latino**/a? Yes No

Is the author a resident of Puerto Rico? Yes No

Is the author either a U.S. citizen or a resident of the U.S.? Yes No

Author's Address:

City:

State:

Zip Code:

Author's Telephone #: ( )



**PURA BELPRÉ AWARD**

*Sample: Table for Keeping Track of Eligibility*

Eligibility Letter Sent	Eligibility Letter Received	Publisher	Title	Author (Eligibility)	Illustrator (Eligibility)	Comments

**PURA BELPRÉ AWARD**

*Sample: Template for Letter to Verify Author/Illustrator Eligibility*

(Accompanied by Eligibility Forms, see pages 73 and 74)

Publisher's Name

Address

Dear XXX,

Thank you for submitting the following book(s) for consideration by the XXX Pure Belpré Award Committee:

Please fax, mail, or email a digital copy of the enclosed form to me at the following address by November XXX

[Chair's Name, Address, and Email]

Before the Committee can complete its consideration of this book(s), we need to have this enclosed form on file. This form gives us essential, verified (by you) information about the eligibility for the award of the author or illustrator.

This form also tells us whom to contact at the publishing company on Sunday evening, January XX or Monday morning, January XX at approximately 7:30 a.m. local time if the book you have submitted should win and the phone number where this person can be reached. The final piece of information we need is the phone number where the author or illustrator can be reached should their book be selected as a winner or honor book.

If you have any biographical information, beyond the book cover, about the author or illustrator of the book you have submitted, please send that with the enclosed filled-out form.

If you have any questions, please email me at XXXXX or phone me at XXXXX

You are cordially invited to attend the award announcement at 8:45 A.M. local time press conference on Monday, January XX at the Midwinter Meeting of the American Library Association in XXX.

Thank you for your prompt attention to this matter.

XXXXX, Chair

Pura Belpré Award Committee

**PURA BELPRÉ AWARD**  
*Sample: Format for List Of Books Under  
 Consideration (works best with a landscape  
 orientation)*

**Midwinter Selection Meetings**

**AUTHOR AWARD**

Title	Author	Author Eligibility	Illustrator	Illus Eligibility	Publisher	Pub Date	Reviews Sources	# of Nom.

**ILLUSTRATOR AWARD**

Title	Illustrator	Illustrator Eligibility	Author	Author Eligibility	Publisher	Pub Date	Reviews Sources	# of Nom.
		(yes or no)		(yes or no)				



**PURA BELPRÉ AWARD**  
*Sample: Note-Taking Form*

Author:  
Title:  
Publisher:

Illustrator:

I suggested:        Yes    No

I nominated:    Yes    No

Reviews:    BCCB    Booklist    Horn Book    PW    SLJ

Other Subject/Summary

Quality of writing (excellent, engaging, and distinctive use of language)

Quality of illustration (excellent, engaging, and distinctive visual material)

Organization (appropriate scope and sequence)

Documentation (appropriate citations to allow verification of facts)

Clarity (delineation of fact and theory)

Accuracy (author authority; current, etc)

Stimulating presentation of facts, concepts, and ideas

**PURA BELPRÉ AWARD**  
*Sample: Note-Taking Form Page #2*

Style of presentation (text, visual material, and book design appropriate for subject and intended audience)

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

Youth audience (respect for children's understanding, abilities, and appreciation up to and including age eighteen)

Strengths

Weaknesses

Notes regarding Latino representation

Comments

## PURA BELPRÉ AWARD

*Sample: Nominating Ballot #1 Youth Author Award*

### **October Preliminary Ballot – Youth Author Award**

Your justification statements are your reasons for nominating these books with regard to the award criteria. (Statements are usually no more than 100 words). Please single-space for easier reproduction by other committee members.

I recommend to the committee for consideration for the Pura Belpré Youth **Author** Award the following three titles: (not in preferential order)

Author

Title

Publisher

Illustrator

Reason for Nomination Based on Criteria (paragraph):

Author

Title

Publisher

Illustrator

Reason for Nomination Based on Criteria (paragraph):

Author

Title

Publisher

Illustrator

Reason for Nomination Based on Criteria (paragraph):

Signature (Type name here if submitted electronically):

Please return so that it is **received** by October [date] to [Name of chair] at [email address].

### **PURA BELPRÉ AWARD**

*Sample: Nominating Ballot #1 Illustrator Award*

#### **October Preliminary Ballot – Illustrator Award**

Your justification statements are your reasons for nominating these books with regard to the award criteria. (Statements are usually no more than 100 words). Please single-space for easier reproduction by other committee members.

I recommend to the committee for consideration for the Pura Belpré **Illustrator** Award the following three titles: (not in preferential order)

Illustrator

Title

Publisher

Author

Reason for Nomination Based on Criteria (paragraph):

Illustrator

Title

Publisher

Author

Reason for Nomination Based on Criteria (paragraph):

Illustrator

Title

Publisher

Author

Reason for Nomination Based on Criteria (paragraph):

Signature (Type name here if submitted electronically):

Please return so that it is **received** by October [date] to [Name of chair] at [email address].

### **PURA BELPRÉ AWARD**

*Sample: Nominating Ballot #1 Young Adult Award*

### **December Preliminary Ballot—Young Adult Award**

Your justification statements are your reasons for nominating these books with regard to the award criteria. (Statements are usually no more than 100 words). Please single-space for easier reproduction by other committee members.

I recommend to the committee for consideration for the Pura Belpré **Young Adult** Award the following three titles: (not in preferential order)

Author

Title

Publisher

Illustrator

Reason for Nomination Based on Criteria (paragraph):

Author

Title

Publisher

Illustrator

Reason for Nomination Based on Criteria (paragraph):

Author

Title

Publisher

Illustrator

Reason for Nomination Based on Criteria (paragraph):

Signature (Type name here if submitted electronically):

Please return so that it is **received** by December [date] to [Name of chair] at [email address], and [street address]

**PURA BELPRÉ AWARD**

*Sample: Nominating Ballot #2 Illustrator Award*

**December Preliminary Ballot – Illustrator Award**

Additional nominations for consideration for the illustrator award. (Not in preferential order)

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

Your justification statements are your reasons for nominating these books with regard to the award criteria. (Statements are usually no more than 100 words). Please single-space for easier reproduction by other committee members.

I recommend to the committee for consideration for the Pura Belpré **Illustrator** Award the following three titles: (not in preferential order)

Illustrator

Title

Publisher

Author

Reason for Nomination Based on Criteria (paragraph):

Illustrator

Title

Publisher

Author

Reason for Nomination Based on Criteria (paragraph):

Illustrator

Title

Publisher

Author

Reason for Nomination Based on Criteria (paragraph):

Signature (Type name here if submitted electronically):

Please return so that it is **received** by October [date] to [Name of chair] at [email address].

## PURA BELPRÉ AWARD

*Sample: Nominating Ballot #2 Youth Author/Young Adult Award*

### **December Preliminary Ballot – Youth Author/Young Adult Award**

Additional nominations for consideration for the author/ young adult award. (Not in preferential order)

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

Your justification statements are your reasons for nominating these books with regard to the award criteria. (Statements are usually no more than 100 words). Please single-space for easier reproduction by other committee members.

I recommend to the committee for consideration for the Pura Belpré **Youth Author / Young Adult** Award the following three titles: (not in preferential order)

Title

Publisher

Author

Reason for Nomination Based on Criteria (paragraph):

Title

Publisher

Author

Reason for Nomination Based on Criteria (paragraph):

Title

Publisher

Author

Reason for Nomination Based on Criteria (paragraph):

Signature (Type name here if submitted electronically):

Please return so that it is **received** by October [date] to [Name of chair] at [email address].



**PURA BELPRÉ AWARD**

*Sample: Tally Sheet*

AWARD TALLY SHEET

Title	1st (4 points)  (# votes times # points)	2nd (3 points)  (# votes times # points)	3rd (2 points)  (# votes times # points)	Total

## PURA BELPRÉ AWARD

*Sample: Letters to Author, Publisher*

Sample Letter to Award Winner with cc to Publisher and ALSC ED

[Author's name and  
address]

Dear [Author's Name]:

Now that we have had an opportunity to relish the excitement of the award announcements for a while, I want to write a formal letter of congratulations for the honor bestowed upon you and your book, [Title], as recipient of the [Year] Pura Belpré Award given to “a Latino/Latina author whose work best portrays, affirms, and celebrates the Latino cultural experience in an outstanding work of literature for children and youth.” As you know, the award is co-sponsored by the Association for Library Service to Children (ALSC), a division of the American Library Association (ALA), the Young Adult Library Services Association (YALSA), a division of ALA, and the National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking ([REFORMA](#)), an ALA affiliate.

The committee appreciated [Title] from the first moment we read our copies, and our admiration only increased as we delved deeply into our examination of the books before us. [Add here comments of appreciation for this specific book]

The excitement continues! The [year] Pura Belpré Award Ceremony will take place on [date and time if known; otherwise at the ALA Annual Conference in xxx]. The REFORMA Children and Young Adult Services Committee oversees the Award Ceremony. Your publisher will hear from them about details in early February. The other members of the [year] Committee and I hope to be at the celebration and will look forward to extending our congratulations in person. [For Medalists only] I will contact you after the ceremony about the possible publication of your remarks in the ALSC journal *Children and Libraries* and on the appropriate YALSA website(s).

Again, our sincere

Congratulations. [Name] Chair

[year] Pura Belpré Award Committee

cc: [Publisher]  
[ALSC Executive Director]  
[YALSA Executive Director]

# PART V: APPENDICES

List of Past Belpré Winners

Memorandum of Understanding between ALSC, REFORMA, and YALSA Regarding the Pura Belpré Award Guidelines for Electronic Communication

Book Discussion Guidelines

## Past Pura Belpré Award Winners

A list of previous winners may be found at:

<http://www.ala.org/ala/mgrps/divs/alsc/awardsgrants/bookmedia/belpremedal/index.cfm>

## **MEMORANDUM OF UNDERSTANDING BETWEEN REFORMA (NATIONAL ASSOCIATION TO PROMOTE LIBRARY AND INFORMATION SERVICES TO THE SPANISH SPEAKING) AND ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN (ALSC) AND YOUNG ADULT LIBRARY SERVICES ASSOCIATION (YALSA), DIVISIONS OF THE AMERICAN LIBRARY ASSOCIATION REGARDING THE PURA BELPRÉ AWARD**

APPROVED BY REFORMA BOARD, ALSC BOARD, AND YALSA Board, August 2020.

Terms and Conditions for Ongoing Support and Management of the Pura Belpré Award

The Association for Library Service to Children (ALSC), a division of the American Library Association (ALA) and the National Association to Promote Library and Information Services to Latinos and the Spanish Speaking (REFORMA) have been co-sponsors of the Pura Belpré Award since 1996. In 2020, the award was expanded to include a young adult category and add the Young Adult Library Services Association (YALSA), a division of ALA as a partner in the award's administration.

In 2006, ALSC/ALA and REFORMA developed a memorandum of understanding, approved in 2007, which was designed to sustain the award into the future and to build on

the recognition gained during the first ten years. The following terms and conditions have been developed in 2020 to address the addition of a young adult category:

1. The award will be offered annually to the Latino/Latina author(s) of an outstanding children's book and a young adult book and the Latino/Latina illustrator(s) of an outstanding book for youth, in accordance with the terms and criteria for the award outlined in Appendix I: The Pura Belpré Committee Manual.

2. The award will consist of a medal. Honor awards will consist of a certificate mounted on a wooden plaque.

3. The award winners will be selected by a joint REFORMA/ALSC/YALSA committee, in accordance with the policies and practices outlined in Appendix I: The Pura Belpré Committee Manual.

4. Winners will be announced in English and Spanish at the Youth Media Awards Press Conference held annually.

5. Medals and plaques will be presented at a REFORMA/ALSC/YALSA joint Pura Belpré Award Celebración to be held at the ALA Annual Conference.

6. ALSC/ALA will be responsible for the following with YALSA to be included in communication to learn the process:

a. Administration of the Pura Belpré Endowment and budget. See II.7.c, below.

b. Provision to REFORMA of annual financial reports related to the award and the Endowment.

c. Administration of the Pura Belpré Award, including, but not limited to:

c.i. medal design and production

c.ii. plaque design and production

c.iii. selection committee support (rosters, discussion list, book shipment)

c.iv. information sharing with REFORMA and YALSA related to rosters, award speeches, and award recipient photos

c.v. official correspondence with award winners and their publishers with copies to the REFORMA President, REFORMA Children and Young adult Services Committee (CAYASC) chair, and Belpré chair

c.vi. producing and selling seals to place on winning books, handling permission requests to use the seal image, as well as auditing and monitoring use of the seal, arrange for legal representation and advice when applicable

c.vii. the press conference announcing ALA Youth Media Awards and preparation of press releases and other ALSC/YALSA/ALA marketing materials in conjunction with ALA's Communication and Marketing Office (CMO).

c.viii. ALSC/YALSA will assume costs for a, b, and c above, using Endowment interest income and seals sales revenue.

c.ix. ALSC/YALSA to work with the ALA Library to provide the maintenance of a collection of Pura Belpré award-winning books to support future research, retrospective publications, and other related purposes.

c.x. ALSC handles logistical arrangements for the Celebración with ALA Conference Services, including booking a room in the ALA conference block of hotels, booking a photographer, and submitting information for program listings on the designated submission schedule, in consultation with the REFORMA Children & Young Adult Services Committee (CAYASC).

c.xi. ALSC will fund up to \$3,000 and YALSA will fund up to \$1200 in Celebración expenses per year, and YALSA will fund up to \$1200.

ALSC and YALSA will review administrative duties no later than May 2022 to identify specific duties to be rotated on an annual basis.

7. REFORMA will pay for or obtain funding for the following:

a. Spanish-language versions of other marketing materials beyond the annual Youth Media Award announcement. The development of these marketing materials will be done in cooperation with ALSC/YALSA/ALA.

b. CAYASC is responsible for organization and sponsorship of the Pura Belpré Award Celebración at each ALA Annual Conference at which the award is presented, including the following:

b.i. working with ALSC and YALSA staff to secure a site, catering, and audiovisual if needed;

b.ii. providing information to ALSC and YALSA staff by designated submission schedule to be printed in the conference program;

b.iii. invitations and ticket sales, if needed;

b.iv. entertainment, if provided;

b.v. program design and printing;

b.vi. and any other costs related to the Celebración.

c. REFORMA will identify the source of funds beyond the \$4,200 contributed by ALSC and YALSA for the Celebración, which may be ticket sales, sponsorship, or other revenues and take all steps necessary to generate the funds. ALSC/YALSA/ALA will not be responsible for paying for or obtaining funding for any of the items listed in 7b not covered by the \$4,200.

d. The event will be held at an ALA conference site unless otherwise mutually agreed upon.

8. The executive committees of ALSC/YALSA/ALA, and REFORMA, or their designees, will meet annually at a time agreed upon by all executive committees, to review the status of the award, to consider ways to increase public recognition of the award, and to discuss any other issues related to the Pura Belpré Award. Each organization may have their own secretary or designee attend to take meeting notes. The committees will meet at least every third year to review the Memorandum of Understanding.

9. The executive committees of both ALSC/YALSA/ALA and REFORMA will approve a revenue and expense budget, created by the REFORMA CAYAS for the Celebración by January of each year. A budget template appears in the committee manual.

10. Special Celebración, including anniversary celebración and special fundraisers, may, on the advance agreement of the ALSC/YALSA/ALA and REFORMA Boards, be held. In that case, a joint task force should be appointed no later than 24 months in advance of the event to develop the details for a special memorandum covering that event. The special MOU must be submitted for review and acceptance by all three organizations at least eighteen months in advance of the event. (See Appendix II for an outline of issues to be addressed for special celebraci3ns.)

#### APPENDIX I: Pura Belpr3 Committee Manual

[<http://www.ala.org/alsc/awardsgrants/bookmedia/belpremedal/criteria-submissions-com-info>]

#### APPENDIX II: Anniversary Celebraci3ns of the Pura Belpr3 Award

A special Pura Belpr3 Award Celebraci3n may be held for the following purposes:

To acknowledge and celebrate a key milestone in the establishment of an important literary award.

To acknowledge and celebrate a key milestone in a significant collaboration between REFORMA and ALSC/YALSA/ALA.

To raise awareness of the Pura Belpr3 Award and of literature that acknowledges and celebrates the Latino/Latina experience in the U.S.

To generate increased interest in the Pura Belpr3 Award.

The REFORMA and ALSC/YALSA Boards will appoint a joint planning task force at least 24 months prior to the special Celebraci3n to develop a budget and detailed project plan. The project plan and proposed budget must be presented to the REFORMA and ALSC/YALSA Boards at least 18 months prior to the event to ensure funds are built into operating budgets and for planning purposes.

The following items must be addressed and submitted as part of the project plan by the joint planning task force:

#### Terms and Conditions

1. The \_\_\_\_\_ Celebraci3n of the Pura Belpr3 Award will be organized by a joint REFORMA/ALSC/YALSA task force with co-chairs representing each group, which will also assist ALSC/YALSA/ALA staff and REFORMA leadership with on-site support for the event. The task force will submit a proposal and budget for approval by the REFORMA and ALSC/YALSA boards no later than 18 months prior to the celebration date.
  - a. The Task Force co-chairs will appoint a publicity subcommittee, which will develop publicity materials and provide a “photo-ready” copy to REFORMA, ALSC/ and YALSA.
  - b. The Task Force co-chairs are responsible for including all three organization’s Presidents, CAYASC chair, and staff liaisons when sending communications to ensure all organizations are simultaneously kept informed and up to date.

c. The Task Force is responsible for providing information on the event to ALSC/YALSA staff and REFORMA President and CAYASC Chair within established deadlines.

2. The \_\_\_\_\_ Celebración of the Pura Belpré Award will be held on \_\_\_\_\_ at \_\_\_\_\_.

3. The executive committees of both ALSC/YALSA/ALA, YALSA and REFORMA will approve a program proposal and revenue and expense budget for the [insert name of special event]. A budget template is included in the committee manual.

a. The program proposal should include a detailed summary of the proposed Celebración activity. The Celebración will include the following:

a.i. The Pura Belpré Awards Celebración.

a.ii. Other presentations or entertainment as itemized.

4. The proposed budget must include:

a. Revenues projected (must cover expenses) – Financial commitments from ALSC/YALSA/ALA, donations, transfers from REFORMA to ALSC to apply toward the Celebración, or ticket sales if needed. YALSA will provide an interoffice transfer of funds to ALSC.

b. Expenses involved for each activity identified in the proposal– audiovisual, catering, publicity (including printing of event program), entertainment, flowers, and other decorations.

c. It is assumed that award winner expenses are covered by their respective publishers. No other speaker costs are assumed in the budget. No busing or special transportation costs are assumed in the celebration budget.

5. Publicity will be prepared in both English and Spanish.

6. The REFORMA, ALSC, and YALSA presidents will participate and be recognized.

7. The \_\_\_\_\_ Pura Belpré Selection Committee will be invited to attend and be recognized.

8. ALSC/YALSA/ALA will work with REFORMA to solicit publishers of past and current Pura Belpré Award-winning books for donations to support the \_\_\_\_\_ Pura Belpré Award Celebración. Donors will be recognized in the event program, on the invitations, and in all publicity.

a. ALSC/YALSA will develop a solicitation letter in consultation with REFORMA and send it to publishers of past award winners and honorees.

b. ALSC will include a solicitation for funds from publishers of the current year's award winners and honorees in their congratulatory letters.

c. A solicitation to ALSC and YALSA members will be sent by email in March, and a similar solicitation will appear in the \_\_\_\_\_ ALSC newsletter, ALSCMatters! and YALSA's E-News REFORMA will send a similar solicitation to their members.

d. REFORMA will provide information to ALSC/YALSA/ALA on any other potential publishing contacts.

9. REFORMA may hold a fundraiser to raise additional funds, beyond the ALSC/YALSA contributions, to support the \_\_\_\_\_Pura Belpré Award Celebración, if that is determined to be the mechanism for funding by REFORMA. REFORMA will be responsible for any fundraiser, including its cost and conduct. REFORMA will provide ALSC/YALSA with a financial report on the fundraiser by \_\_\_\_\_to be included in the event budget.

10. ALSC will contribute up to an additional \$3,000 toward the special Celebración for a total of \$6,000 from ALSC for the event.

#### APPENDIX III: Pura Belpré Award Practices – ALSC/ALA and REFORMA – 1996-2010

The Association for Library Service to Children (ALSC), a division of the American Library Association (ALA) and the National Association to Promote Library and Information Services to Latinos and the Spanish Speaking (REFORMA) have been co-sponsors of the Pura Belpré Award since 1996, when the ALSC Board of Directors provided \$7,000 seed money, with an additional \$4,900 the following year, to establish the award. During the ensuing fifteen years, the following terms and conditions have prevailed:

1. The award was made biennially in even years, starting in 1996, to the Latino/Latina author(s) of an outstanding children's book and the Latino/Latina illustrator(s) of an outstanding children's book. Honor Books may also be named. Beginning with the 2009 award, it is now presented annually.

2. Award winners are selected by a joint ALSC/REFORMA committee, which is charged "to select annually children's books published in the United States including Puerto Rico which recognize outstanding original works written or illustrated by a Latino/Latina author or illustrator, that portrays, affirms and celebrates the Latino/Latina cultural experience." See Appendix I: The Pura Belpré Committee Manual for committee composition, method of selection, policies, practices, and calendar. Terms and criteria for the award are listed at <http://www.ala.org/alsc/awardsgrants/bookmedia/belpremedal/criteria-submissions-com-info>.

3. A Pura Belpré Award Endowment has been established. It is administered by ALSC/ALA, with contributions coming through both ALSC and REFORMA, to support the administration of the award, which is limited to covering costs related to the medal and plaques. Terms and conditions for endowments are listed in ALA policy 8.5. The ALSC board authorized the transfer of \$5000 into the endowment for each of the fiscal years 2004, 2005, and 2006.

4. Each award recipient has received a plaque (1996,1998) or medal (2000-). Recipients of Honor Book designations received plaques.

5. As its contribution, REFORMA had directly paid a cash award of \$1000 each to the winning author and illustrator (1996-2008).



6. As its contribution, ALSC has paid for the medal cost (including initial design and ongoing production), and other award management and marketing costs.

7. Beginning in 1998, award recipients have been announced in English and Spanish at the Youth Book Award press conference at the ALA Midwinter

8. A Celebración has been held in conjunction with the ALA Annual Conference, at which the plaques/medals have been presented. REFORMA committed to paying ALSC \$1000 toward the cost of the celebration every two years, but the remainder of the cost above \$1000 has never been formally agreed upon. Neither ALSC nor REFORMA have complete information related to costs and payments for the celebration. Beginning with the 2010 celebration, ALSC will contribute up to \$3,000 toward celebration expenses, as long as there is sufficient seals sale revenue.

Beginning with the 2009 celebration, the selection committee chair has led planning the celebration under the guidance of the REFORMA CAYASC chair. The incoming selection committee chair attends the Celebración in order to prepare for their role in planning the Celebración the following year. The selection committee chair is the onsite point person for the celebration.

## APPENDIX IV: Pura Belpré Award Practices – ALSC/ALA and REFORMA – 1996-2010

The Association for Library Service to Children (ALSC), a division of the American Library Association (ALA) and the National Association to Promote Library and Information Services to Latinos and the Spanish Speaking (REFORMA) have been co-sponsors of the Pura Belpré Award since 1996, when the ALSC Board of Directors provided \$7,000 seed money, with an additional \$4,900 the following year, to establish the award. During the ensuing fifteen years, the following terms and conditions have prevailed:

1. The award was made biennially in even years, starting in 1996, to the **Latino** author(s) of an outstanding children's book and to the **Latino** illustrator(s) of an outstanding children's book. Honor Books may also be named. Beginning with the 2009 award, it is now presented.
2. Award winners are selected by a joint ALSC/REFORMA committee, which is charged "to select annually children's books published in the United States including Puerto Rico which recognize outstanding original works written or illustrated by a **Latino/Latina** author or illustrator, that portrays, affirms and celebrates the **Latino/Latina** cultural experience." See Appendix I: *The Pura Belpré Committee Manual*, for committee composition, method of selection, policies, practices and calendar. Terms and criteria for the award are listed at <http://www.ala.org/ala/mgrps/divs/alsc/awardsgrants/bookmedia/belpremedal/belpresubmission/belpremedaltrms.cfm>
3. A Pura Belpré Award Endowment has been established and is administered by ALSC/ALA, with contributions coming through both ALSC and REFORMA, to support the administration of the award, which is limited to covering costs related to the medal and certificates. Terms and conditions for endowments are listed in ALA policy 8.5. The ALSC board authorized the transfer of \$5000 into the endowment for each of the fiscal years 2004, 2005, and 2006.
4. Each award recipient has received a certificate (1996,1998) or medal (2000-). Recipients of Honor Book designations received certificates.
5. As its contribution, REFORMA had directly paid a cash award of \$1000 each to the winning author and illustrator (1996-2008).
6. As its contribution, ALSC has paid for the medal cost (including initial design and ongoing production), and other award management and marketing costs.
7. Beginning in 1998, award recipients have been announced in English and Spanish at the Youth Book Award press conference at the ALA Midwinter
8. A celebration has been held in conjunction with the ALA Annual Conference, at which the certificates/medals have been presented. REFORMA committed to paying ALSC

\$1000 toward the cost of the celebration every two years, but the remainder of the cost above \$1000 has never been formally agreed upon. Neither ALSC nor REFORMA have complete information related to costs and payments for the celebration. Beginning with the 2010 celebration, ALSC will contribute up to \$3,000 toward celebration expenses, as long as there is sufficient seals sale revenue.

Beginning with the 2009 celebration, the selection committee chair has led planning the celebration under the guidance of the REFORMA CAYASC chair. The incoming selection committee chair attends the Celebracion in order to prepare for their role in planning the Celebracion the following year. The selection committee chair is the onsite point person for the celebration.

### **Guidelines for Electronic Communication for ALSC Committees**

Adopted by ALSC Board on January 18, 2000

#### **1. Access issues.**

A considerable amount of routine committee communication can be handled electronically if all members have convenient access to email. Before and/or during the Midwinter meeting, committee chairs should gather the following information:

- Preferred email addresses of all members.
- Software information: i.e., word processing programs in use, capability for "attachments," etc.
- How often members check their email.

If one or more members do NOT have convenient access to email, it will be necessary to use alternate means of communication so that no one member is excluded from full participation in committee business.

#### **2. Protocols.**

2.1. All committee business should be clearly identifiable on the subject line.

2.2. If messages require a response, the sender should indicate a response deadline. All members should acknowledge receipt of the message to the sender, whether or not they have a substantive response.

2.3. If the message requests discussion of an issue, each respondent should reply to all members of the committee.

2.4. Committee members are expected to participate in electronic discussions, just as they would participate in discussions at conference meetings.

2.5. The chair should copy the priority consultant on all relevant correspondence.

#### **3. Record-keeping**

3.1. Routine correspondence between conferences does not need to be saved. The chair should keep a record of any decisions made, however, and report to ALSC headquarters

3.2. Where appropriate, committees may establish an electronic archive for their records.

#### **4. Privacy and confidentiality issues.**

4.1. Committees with “sensitive” business such as awards, should be aware of the increased possibility of inadvertent leaks with electronic communications media. Committee members should decide what kinds of information it is safe to transmit electronically and limit their communications accordingly.

4.2. Personal information about individuals (addresses, phone numbers, etc.) should not be posted on Websites unless they are protected from general public access by secure passwords.

#### **5. Use of electronic discussion lists.**

5.1. Committees are encouraged to use the ALSC electronic discussion list to communicate with membership at large about their activities and to generate discussion about relevant issues. Agendas should be posted 4 weeks in advance of the conference.

5.2. Committees with the capability of establishing electronic discussion lists may choose to conduct their committee business through a dedicated discussion list.

5.3. The ALSC electronic discussion list should not be used for the transmission of routine information intended for members of a particular committee.

#### **6. Virtual committees.**

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

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

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

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

6.5. In order to facilitate input from members at large about committee business, virtual committees should be sure to announce their electronic agendas on the ALSC discussion list well in advance of decision deadlines and solicit comments from the membership.

#### **7. Virtual participation on traditional committees.**

7.1. The ALSC vice-president/president-elect, president, or a committee chair may determine that one or more members of an appropriate committee may be designated virtual members. Virtual members participate in all business of the committee but are not required to attend conference meetings.

7.2. It is recommended that no more than 25 % of any committee be virtual members.

7.3. Care should be taken that virtual committee members are allowed to participate in all business of the committee, including discussions and voting. It is recommended that each virtual member be paired with a buddy who attends conferences and takes responsibility for ensuring the virtual member's inclusion. In some cases, it may be necessary to arrange electronic or telephone communication during conference in order to gather input or votes from the virtual member.

## **Guidelines for Book Discussion**

Cooperative Children's Book Center  
School of Education

### **University of Wisconsin-Madison**

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Cooperative Children's Book Center

#### **Look at each book for what it is, rather than what it is not.**

- Make positive comments first. Try to express what you liked about the book and why. (e.g. "The illustrations are a perfect match for the story because....")
- After everyone has had the opportunity to say what they appreciated about the book, you may talk about difficulties you had with a particular aspect of the book. Try to express difficulties as questions, rather than declarative judgments on the book as a whole. (e.g. "Would Max's dinner really have still been warm?" rather than "That would never happen.")
- Avoid recapping the story or booktalking the book. There is not time for a summary.
- Refrain from relating personal anecdotes. The discussion must focus on the book at hand.
- Try to compare the book with others on the discussion list, rather than other books by the same author or other books in your experience.
- Listen openly to what is said, rather than who says it.
- Respond to the comments of others, rather than merely waiting for an opportunity to share your comments.
- Talk with each other, rather than to the discussion facilitator.
- Comment to the group as a whole, rather than to someone seated near you.

**All perspectives and vocabularies are correct. There is no "right" answer or single correct response.**