



ASSOCIATION FOR LIBRARY  
SERVICE TO CHILDREN

# **NOTABLE CHILDREN'S RECORDINGS COMMITTEE MANUAL**

August 2023

## FOREWORD

The Notable Children’s Recordings List was first published in the Winter 1977 issue of *Top of the News* as “Notable Children’s Recordings 1975 and retrospective recordings list”. It was compiled by the Recordings Evaluation Committee of the Children’s Services Division of the American Library Association.

The charge of the current Notable Children’s Recordings Committee of the Association for Library Service for Children is to select, annotate, and present for publication an annual list of notable audio recordings, in disc or tape form, of interest to children, to re-evaluate and recommend change as needed in the ALSC criteria for selection of recordings of interest to children, to identify titles for consideration by other committees evaluating for a specific clientele or purpose, and to carry on other audio recording evaluation projects as assigned by the ALSC Board.

This manual is primarily intended as a guide for committee members and the Chair. It also serves to lay out for public view the orderly process that leads to the selection of titles on the list. It also outlines for future committees how to conduct an even-handed, and orderly selection process aimed at recognizing the highest standards in recordings for children.

Notable Children’s Recordings Manual Task Force  
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**PART I: BACKGROUND INFORMATION**

## HISTORY

The Recordings Evaluation Committee of the Children's Services Division of the American Library Association was established in January 1974. The Notable Children's Recordings List was first published in the Winter 1977 issue of *Top of the News* as "Notable Children's Recordings 1975 and retrospective recordings list". The committee's name was changed from Recording Evaluation to Notable Children's Recordings at the ALA Midwinter Meeting in 1998. By then the Children's Services Division was already the Association for Library Service to Children.

## COMMITTEE FUNCTION STATEMENT

To select, annotate, and present for publication an annual list of notable audio recordings, in disc or digital/downloadable form, of interest to children, to re-evaluate and recommend change as needed in the ALSC criteria for selection of recordings of interest to children, to identify titles for consideration by other committees evaluating for a specific clientele or purpose, and to carry on other audio recording evaluation projects as assigned by the ALSC Board.

Established: 1974

Members: 8 members plus Chair

Term: 2 years

## THE COMMITTEE

The Notable Recordings Committee consists of eight members and one Chair. Members are appointed by the President. Members serve for two year terms and may not serve more than two consecutive terms. The term of service begins at the end of Midwinter Meeting in the year under consideration and concludes at the end of the committee's Midwinter selection meeting.

## TERMS, DEFINITIONS, AND CRITERIA

### Terms

1. The Notable Recordings List is developed annually from recordings for children released in the United States during the preceding year. There are no limitations as to the number of titles nor the type of recordings included on the list.
2. The committee, in its deliberations, is to consider only the recordings eligible for the List which:
  - a) were released in the year preceding the Midwinter meeting during which the selections are made.
  - b) are currently available through a U. S. distributor
  - c) are available on audiotape, compact disc, and/or as a digital file available to libraries and the public (new formats will be included in the evaluation based on the recommendation of the Chair and the approval of the Board)
  - d) are produced in English. This requirement does not limit the use of words or phrases in another language where appropriate in context.

### Definitions

1. "Respects young people's intelligence and imagination" indicates either the lyrics of music or the text of an audiobook. This also indicates that recordings to be considered are those for

which children are a potential audience. The recording exhibits respect for young people’s understandings, abilities, and appreciations.

2. Children are defined as persons of ages up to and including fourteen and recordings for this entire age range are to be considered.
3. “Exhibits venturesome creativity” shall be recordings which provide an auditory experience that is appealing to children and that goes beyond the ordinary
4. The committee shall consider all forms of recordings – music, storytelling, informational, audiobook, book and recording combinations. Reissues of previously recorded works are not eligible.
5. “Released in the year preceding” means that the recording was released to the public in that year, was available for purchase in that year, and has a copyright date no later than that year.

### **Criteria**

Recordings are evaluated on the following criteria:

1. respects young people's intelligence and imagination
2. exhibits venturesome creativity
3. in exemplary ways reflects and encourages the natural interest of children and young adolescents
4. depicts excellence through the effective use of voices, music, sound effects, and language
5. maintains high standards in aesthetic and technical aspects
6. adapted materials remain true to, expand, or complement the original work

### **PRIORITY GROUP CONSULTANT**

A Priority Group Consultant from Priority Group II (Evaluation of Media) is assigned to the committee to deal with questions from the Chair and the committee regarding procedure, personnel, and the eligibility of recordings.

The Priority Group Consultant works with the Chair to review the procedures of the committee and to make recommendations for improving the process. The recommendations range from those that can be implemented easily to those requiring action by the ALSC Board.

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

### **ALSC POLICY FOR SERVICE ON MEDIA EVALUATION COMMITTEES**

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

### **CONFLICT OF INTEREST**

It is the policy of the Association for Library Service to Children, its Board of Directors and committees to insure that members in all of its activities avoid conflicts of interest and the appearance of conflicts of interest resulting from their activities as members of committees of the Association. In particular, no

person should obtain or appear to obtain special advantages for themselves, their relatives, their employer or their close associates as a result of their services on a committee.

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

### **CONFIDENTIALITY**

While media evaluation discussion meetings are open, portions of the voting process may be closed, as outlined in committee manuals.

Committee members may reveal only their own votes, and may not reveal the votes of other committee members or indicate in any way which members nominated or voted for which books. It is understood that all eligible materials are being considered up until the discussion lists are announced.

### **GUIDELINES FOR MEDIA EVALUATION COMMITTEES**

The Association for Library Service to Children compiles a number of lists of recommended children's media, including the Notable Books for Children, Notable Children's Recordings, and Notable Children's Videos, and it is very important that conflicts of interest and the appearance of conflicts of interest be especially avoided. It is a privilege to serve on a media evaluation committee and with that privilege come specific responsibilities to assist the Association for Library Service to Children in preventing conflicts of interest and the appearance of conflicts of interest. Each person who is appointed to serve on a media evaluation committee is expected to consider carefully whether any of his or her personal or professional interests, obligations, activities, or associations could reasonably lead to even the appearance of a conflict of interest, or breach of confidentiality, and to discuss any such potential conflicts with the ALSC Executive Director prior to accepting the appointment. Situations that arise after a committee member has begun to serve should be directed to the ALSC President, Committee Chair, Priority Group Consultant, and Executive Director. The final decision rests with the Executive Committee.

Those who accept appointment to the media evaluation committees should adhere to the following guidelines:

- 1) Members who have written or illustrated a book, or produced or created a video or recording that may be eligible for consideration during the period of service on the media evaluation committee should not accept an appointment or nomination to a media evaluation committee.
- 2) Members employed by publishers or producers of such media should not accept an appointment to a media evaluation committee.
- 3) Members who have served as an advisor or consultant to a creator, publisher, or producer of media to be evaluated, beyond the scope of assigned library duties, such as providing reference service, should not accept appointment if the media on which they advised may be eligible for consideration during the period of service on the committee. This includes writing teachers guides or readers' group guides at the request of a trade book publisher or media producer.
- 4) Members should not accept appointment to a media evaluation committee if they have a close family relationship (parent, spouse/partner, son/daughter) or a personal relationship with the creator, publisher, or producer of media that may be eligible which could reasonably be seen by an independent observer to cause a conflict of interest.
- 5) Members should not accept appointment to a media evaluation committee if they have a close family relationship (parent, spouse/partner, son/daughter) with a person employed by a trade publisher or a producer of videos, recordings, or software for children.



- 6) Members should not accept appointment to a media evaluation 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 trade publisher or a producer of videos, recordings, or software for children.
- 7) Members may not serve concurrently on the ALSC Board and an ALSC award selection or media evaluation committee.
- 8) From time to time, the Association for Library Service to Children may take other action or establish such other guidelines as may be necessary in the Association's sole discretion to protect the integrity of the media evaluation process. Questions from prospective committee members should be directed to the Executive Director; situations that arise after a committee member has begun to serve should be directed to the ALSC President, Past-President, Committee Chair, Priority Group Consultant, and Executive Director. The final decision rests with the Executive Committee.

**MEETING ATTENDANCE AND ACCESS TO MATERIALS**

Persons appointed to a media evaluation 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 media under consideration in outlets such as your local library, bookstore, or interlibrary loan. It is recognized that there will be an occasional item under consideration which a committee member is unable to obtain. In such an instance, arrangements for review copies may be made as prescribed in the committee's guidelines.

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

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

No individual may serve on the Batchelder Award, Caldecott Award, Geisel Award, Newbery Award, Sibert Award, Wilder Award, or Notable Children's Books Committees more often than once every four years. This guideline will not apply to the appointment for Chair.

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

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

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

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

Please fill out and return the attached checklist.

*August 2008. Policy revised June 2011, October 2015.*

### Checklist for Prospective ALSC Media Evaluation Committee Members

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

Are you under contract for a children’s book, video, or recording that will be published or produced during the period of your committee service? \_\_\_\_ Yes \_\_\_\_ No

Have you been employed or served as an advisor or a consultant for a children’s trade book publisher, author or illustrator, or a video, or recording producer in the past three years? \_\_\_\_ Yes \_\_\_\_ No

Do you have a close relative (i.e. parent, spouse/partner, son/daughter) who is creator, publisher, or producer of children’s media 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 trade publisher or video, or recording producer for children? \_\_\_\_ 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 trade publishing company or video, or recording, producer for children? \_\_\_\_ Yes \_\_\_\_ No

Do you have a personal relationship with the creator, publisher, or producer of children’s media that may be eligible which could reasonably be seen by an independent observer to cause a conflict of interest? \_\_\_\_ Yes \_\_\_\_ No

Do you anticipate having any problem attending all required meetings in person at Annual and Midwinter conference? \_\_\_\_ Yes \_\_\_\_ No

Do you anticipate having any problem accessing newly published or produced children’s media? \_\_\_\_ Yes \_\_\_\_ No

If you have been invited to serve on the Notable Children’s Book Committee, please answer the following question.

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

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

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

If you answered “yes” to any of the questions, please contact the Executive Director in the ALSC Office before you accept appointment to discuss your specific situation. Failure to disclose such activities may lead to immediate dismissal from the committee.

August 2008, Revised June 2011, October 2015.

## **Relationship to Publishers and Distributors**

All communications with publishers and distributors shall be approved through the Chair of the committee or through the appropriate ALSC office staff. Individual committee members may contact producers, publishers and distributors regarding review copies as assigned by the committee Chair or with the approval of the Chair.

## **Electronic Communication**

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

#### **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, the Committee Chair 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; i.e., cat.com. conference or massmedia.2000 program.

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 with the appropriate conference report.

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 the website unless they are protected from general public access by secure passwords.

**PART II: COMMITTEE WORK**

## WELCOME

ALSC is 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 “*Employer/Supervisor Information Form: Sample* (page 32),” “*Letter to Committee Members’ Employers/Supervisors (#1): Sample* (page 33),” and “*Letter to Committee Members’ Employers/Supervisors (#2): Sample* (page 34).”

Wise selection of award winners requires complete participation of all members of the committee. For all committee discussions, committee members are asked to adhere to these helpful guidelines:

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

Persons elected or appointed to an award or media evaluation committee should:

- Have ready access to the major part of the current output of children’s materials under consideration. It is recognized that there will be an occasional item 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.
- Be able to attend all required discussion and decision meetings scheduled for the Annual Conference and Midwinter Meeting of ALA and follow procedures established by the committee.
- If a committee member cannot attend the required meetings, especially the selection meetings, it is necessary to resign immediately so that the selection of a replacement may be made as soon as possible. Resignations, in writing, are addressed to the ALSC President with copies to the committee Chair, the Priority Group Consultant, and the ALSC Executive Director.
- Each member has the responsibility to listen to eligible materials and to take full part in corresponding with the committee through the Chair. A committee member who finds it impossible to do this should resign as soon as possible.

## CALENDAR

Generally the work of the committee follows the following suggested timetable for the Chair:

- January: Receive new committee list from ALSC office.
- January: Chair sends welcome letter and procedures to committee members.
- January: Chair sends names and addresses of new sources or producers to ALSC office for inclusion on invitation to submit list
- Ongoing: As entries arrive, set up database by title, performer, author/composer/producer (Note: As ALSC now sends the letters, any would be returned to them)  
Chair maintains a database of submissions and committee listening assignments.  
Committee members listen to assigned titles and nominate titles to the committee.  
Committee members listen to all nominated titles in their entirety.  
Committee members maintain careful evaluative notes on all assignments.  
Chair maintains a database of titles nominated by committee members.  
Committee members prepare annotations for titles they nominate.  
Chair maintains a database of nominated title annotations in Media List format.  
Chair maintains communication with publishers.  
Chair notifies committee of meeting dates & locations as soon as possible.
- June: Chair sends committee a discussion list of all nominated titles.  
Committee members notify Chair if they are missing any titles.  
Chair facilitates shipment of missing titles to committee members.  
Chair sends a letter to audio producers inviting them to open meetings.  
Chair sends message to ALSC listserv notifying members of open meetings.  
Chair solicits field nominations via the ALSC listserv.
- Annual Conference:  
Committee gets acquainted, reviews procedures  
Each committee member plays a selection of titles they have nominated  
All nominated titles are discussed by the committee.  
Committee members make careful notes of titles discussed  
Question and concerns of the committee are shared with the Priority Consultant
- October Chair solicits field nominations via the ALSC-L electronic discussions list.
- December: Chair sends committee a discussion list of all nominated titles.  
Committee members notify Chair if they are missing any titles.  
Chair facilitates shipment of missing titles to committee members.  
Chair sends a letter to audio producers inviting them to open meetings.  
Chair sends message to ALSC electronic discussion list notifying members of open meetings.
- Midwinter Meeting:  
If necessary, reserve a computer in the ALA office for Monday morning after press conference  
Check meeting room as soon as possible to ensure everything is in order

Check with ALA office to find out who is responsible for AV needs in case of problems  
Committee reviews procedures and titles discussed at Annual.  
Each committee member plays a selection of titles they have nominated.  
All nominated titles are discussed by the committee.  
Committee members make careful notes of titles discussed.  
Question and concerns of the committee are shared with the Priority Consultant.  
Final voting takes place.  
Committee edits and prepares the Media List of Notable titles.

After Midwinter Meeting:

Contact those who have been included in the list to inform them of the committee's decision  
Send official letter within a week  
Send thank you letter to all committee members and their work supervisors.

## COMMUNICATION

Electronic communication facilitates the distribution of information from the Chair to committee members and the regular discussion of procedural issues.

The Chair will establish ground rules for electronic communication by the committee at the beginning of his/her term. At times, the Chair may invite open discussion on a matter of concern. The Chair facilitates such open discussion.

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

The Committee adheres to the "Guidelines for Electronic Communication for ALSC Committees," as adapted by the ALSC Board and as posted on the ALSC website at <http://www.ala.org/ala/alsc/boardcomm/guidelineselec/guidelineselectronic.htm>

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

## PREPARATION AND LISTENING LIST

### Preparation

While Committee members may select and purchase audio recordings as part of their professional life, they will find that serving on the ALSC Notable Children's Recordings provides an opportunity to broaden their perspective and to become knowledgeable about materials they may not encounter otherwise. Committee members are urged to prepare for the year's work in many ways. Some suggestions for activities in which committee members might engage are:

- Review the terms, criteria, and definitions governing the Notable Recordings list.
- Take part in discussions of audiobooks. Material selection meetings, workshops, classes, and professional associations provide opportunities for such discussion.
- Listen to the recordings on the Notables list from the previous year or two and determine what made them outstanding.
- Develop a critical viewpoint when listening to recordings of all types.
- Read books and articles about audiobooks, storytelling and children's music. A suggested reading list follows on page 16.
- Familiarize yourself with the language of evaluation and criticism so you can articulate your own opinions and ideas as you listen to and discuss recordings.
- Find professional colleagues who enjoy listening to recordings and develop a discussion group so that you not only hear the opinions of others, but that you also practice talking about recordings in an evaluative and critical way.
- Listen to recordings with children of the appropriate age to gauge their reactions.
- Read reviews of audio recordings in a variety of professional journals and note the elements of the recordings that are highlighted.
- Practice writing a review or critical analysis of several types of audio recordings to familiarize yourself with the differences in focus and intended audience.

### Suggested Reading:

Beers, Kylene. *Listen While You Read: Struggling Readers and Audiobooks*. School Library Journal, Apr. 1998, p. 30 – 35.

Ditlow, Tim. *Behind the Scenes of an Audiobook*. Publisher's Weekly, May 14, 2001, p. 38-39.

Dowell, Jennifer M. *The Alchemy of Children's Audio*. AudioFile, Apr./May 2001, p. 18-23.

Harris, Karen. *What Makes a Good Narrator?* Booklist, Jan. 1, 1998.

Jemtegaard, Kristi Elle. *Audio Poetry: A Call to Words*. Horn Book Magazine; May/Jun2005, Vol. 81 Issue 3, p. 357-364.

Jemtegaard, Kristi. *Readers vs. Listeners*. Booklist; 4/1/2005, Vol. 101 Issue 15, p. 1399.



Marchionda, Denise. *A Bridge to Literacy: Creating Lifelong Readers Through Audiobooks*. AudioFile, Aug./Sept. 2001. p. 19-21

Mediatore, Kaite Chelton, Mary K. *Reading with Your Ears*. Reference & User Services Quarterly; Summer2003, Vol. 42 Issue 4, p. 318-323.

Varley, Pamela, *As Good as Reading? Kids and the Audiobook Revolution*. Horn Book Magazine; May/Jun2002, Vol. 78 Issue 3, p. 251-262.

### **Listening List**

The Chair is responsible for assigning the committee members titles on an equitable basis. This may be by total number of listening minutes, by a selected range of the alphabet, or by a process that the Chair deems workable. Committee members are not limited to the titles assigned to them but they must listen to all assigned titles. Committee members are responsible for listening to all titles nominated by other committee members. If a committee member listens to any title, even those not nominated by a committee member or one that has not been submitted by a publisher, the member may nominate that title if it is deemed meritorious. In addition, if ALSC members make field nominations, the Chair will arrange for committee members to have access to the title. The field nomination must then be nominated by a committee member to be added to the final discussion list.

## **IDENTIFYING, OBTAINING, AND LISTENING TO ELIGIBLE RECORDINGS**

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

### **Identifying Eligible Recordings**

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

- Examine producers' and distributors' catalogs.
- Read review journals such as *School Library Journal*, *Booklist*, *HornBook* and *AudioFile*.
- Visit exhibitors at state, regional and national conferences to see what is new that may have been missed.

If a committee member identifies a potential eligible recording by a producer or distributor who has not submitted the recording to the committee, contact the Chair so that a letter may be sent requesting copies and verification forms for all committee members.

### **Obtaining Eligible Recordings**

The ALSC office will contact producers and distributors from a mailing list compiled from previous years' submissions. The letter encourages submissions to all committee members so that all committee members will have an opportunity to listen to all recordings if desired.

Committee members will begin to receive recordings from producers and distributors shortly after the submission letter is received. Committee members' names and contact information will be posted on

the ALSC website, so they may receive submissions without verification forms. The committee Chair will be responsible for contacting the person who has made the submission to ensure that a verification form is submitted to all committee members.

### **Listening to Eligible Recordings**

Committee members are responsible for listening to eligible titles—those to consider as potential contenders, those suggested in the suggestion process, and those nominated in the nomination process. The amount of time required to listen to each recording varies and often a recording requires more than one listening session. The number of submissions will increase throughout the year, so it is important to listen to eligible recordings as soon as they are received.

## **ELIGIBILITY**

The Chair is responsible for ascertaining the eligibility of all titles before assigning to committee members. It is important for committee members to also double check on the eligibility of titles to ensure that they were released in the appropriate year and that the recording is not a re-release before nominating. In ambiguous cases, committee members notify the Chair who consults with the Priority Group Consultant on eligibility questions. The Chair and the Priority Group Consultant decide eligibility questions, and the Chair informs the committee of their decisions.

## **NOTE-TAKING**

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

No matter what system is used, the notes need to reflect the Notable Recording criteria. Succinct and specific notes clarify thinking and aid in the Midwinter selection meeting discussion. In addition, committee members should keep an *Evaluation Form* (page 35) and *Rubric* (page 36) for each submission. Notes should include a short summary and a critical statement, noting both strengths and weaknesses based on the 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 recording that is heard. Notes about recordings not thought to be serious contenders may shorten as the year progresses. It is important to remember that a recording not impressive on the first hearing may prove more interesting later on. Re-listening is frequently required. Notes record first impressions and measure changes in thinking.

As committee members listen to recordings, the notes need to include references to specific song titles, characters, passages and/or cuts on the recording to justify specific points to be made during discussion. Committee member must bring each title that they nominate to the Annual and Midwinter meetings, where they will play a segment that they feel illustrates the Notable qualities of the work. Therefore, committee member should also make note of the track or location of such passages as they listen.

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.

## NOMINATION PROCESS

The Chair will establish procedures for informing members of titles being listened to and considered by others. Communication between the Chair and committee members will be frequent and ongoing. Providing information to other committee members is every member's responsibility, and your Chair will set up procedures for your committee. The recordings to be considered at the selection meeting at Midwinter must have been recommended or suggested prior to the selection meeting.

The Chair solicits suggestions of eligible titles from committee members, on an ongoing basis. Committee members are asked to nominate recordings deemed to be strong contenders based on the criteria. See *Nomination: Sample* (page 37).

The nomination process serves several important functions. Of course, it encourages committee members to identify strong contenders. It also alerts committee members as to which recordings merit consideration by the group. Then too, the nomination process helps committee members begin to weigh relative strengths and weaknesses of recordings based on the criteria.

Listening schedules are listed on the calendar established at the beginning of the year. Nominations 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.

On an ongoing basis, the Chair compiles a list of nominated titles, and distributes the list to committee members. Each committee member is responsible for listening to every nominated title in its entirety.

There are no set parameters as to the number of nominations a committee member may make. Some members nominate more titles than others. In the nomination process, it is important for committee members to move forward only those titles deemed strong enough to merit careful consideration by the whole committee.

The nomination process focuses attention on particular titles. It does not limit the committee's listening to those titles only. Committee members may identify, obtain, listen to, and consider other eligible titles as a matter of routine. Committee members are expected to nominate strong titles as a matter of routine.

In summary, it is the responsibility of committee members to listen to assigned titles on an ongoing basis, make nominations in a timely fashion and to consider carefully all nominated titles.

## **PARTICIPATION OF ALSC MEMBERSHIP**

ALSC members-at-large are encouraged to participate in the suggesting recordings for the Notables list by submitting titles for consideration to the Chair. See *List Announcement/Call for Suggestions: Sample* (page 38).

It is the responsibility of the Chair to call for titles to consider several times during the year through the ALSC electronic discussion list, the *ALSCMatters!* newsletter, on the ALSC website, and in *Children and Libraries: The Journal of the Association for Library Service to Children*. In addition, the Chair may call for titles to consider on other electronic discussion lists having to do with children's literature. Titles submitted for consideration by members-at-large are forwarded to the Chair. The Chair distributes this information to committee members in a timely manner. Titles submitted for consideration by members-at-large are accepted up to two weeks before the Midwinter selection meeting.

The committee is not obligated to include titles submitted for consideration by members-at-large on the Midwinter discussion list. Committee members consider these titles along with all other eligible titles when making monthly suggestions, nominations, or, late in the year, further suggestions. At the Midwinter selection meeting, only titles nominated by committee members are considered, along with further suggestions from committee members moved forward after the nomination process is complete.

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

The Annual Conference 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 nominated titles prior to the meeting.

### **Preparation**

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

### Committee Member Responsibilities

It is the responsibility of committee members to:

Help select, annotate, and present for publication an annual list of notable audio recordings of interest to young people from birth through age 14.

The committee considers recordings that may be purchased separately or with accompanying print media. All material must be currently available through a US distributor. Recordings that are released in the year preceding the Midwinter Meeting may be considered for inclusion on the list. Final selections for the list will be made at the Midwinter Meeting. Final selection is made from a preliminary list of recordings nominated by committee members for consideration.

Members are responsible for listening to all submissions assigned to them by the committee Chair. Listening means completely listening to the entire recording. Members are not limited to listen to their assigned titles. They may nominate any titles they think worthy of review by the entire committee.

- **Obtain, fully listen to, and consider all recordings on the nominated list prior to Annual.**
- **Bring**

	This manual.
	Pertinent committee communications.
	Personal notes about all recordings to be discussed.
	Reviews of recordings to be discussed (optional).
	Notes on recordings to be introduced formally into discussion. Committee members will introduce recordings they nominated.
	Copies of recordings that you have nominated.

#### Chair Responsibilities

It is the responsibility of the Chair to:

- **Notify**

	The ALSC staff about which recordings have been suggested prior to the meeting.
	The committee members about the times and locations of meetings.

- **Compile**

	A list of nominated titles for discussion.
--	--

- **Check on**

	Meeting schedule as soon as possible. Work with the ALSC staff on scheduling concerns.
	Meeting room arrangement as soon as possible. Work with ALSC on a comfortable arrangement with a table conducive to discussion.
	Recordings under consideration. Work with the ALSC staff. One copy of each recording on the discussion list is to be sent to Annual Conference by ALSC. Sometimes recordings are missing in which case the Chair specifically arranges for them to be sent to members. It is necessary to have a recording in hand for discussion.

- **Arrange for**

	Access to the meeting room. Work with the ALSC staff to obtain key.
	Secretary to take minutes on procedural matters, but not on discussion.
	The Chair asks committee members to bring recordings they are introducing formally into discussion.

- **Provide**

	A proposed agenda (distributed prior to Annual Conference).
	A nomination list for the discussion (distributed prior to Annual Conference).
	Information packet for committee and guests with a final agenda, discussion list, discussion guidelines, etc.
	Name labels for discussion table.

#### **Agenda**

The agenda at Annual Conference includes:

- An opportunity for committee members to meet in person, or become re-acquainted.
- Discussion of terms, criteria, and definitions for the list.

- Discussion of procedures to be used by the committee during the remainder of the year and at the Midwinter selection meeting.
- Review of responsibilities for committee members and the Chair.
- Discussion of the importance of full participation by committee members and the Chair.
- Discussion of what steps to take should full participation be impossible (e.g., how to tender a resignation).
- Review role of the Priority Group Consultant. At the discretion of the Chair, the Priority Group Consultant is invited to address the committee.
- Discussion of criteria for evaluating recordings. At the discretion of the Chair, an expert is invited to address the committee.
- Discuss the titles that have been nominated to date.

The secretary takes minutes on the order of business and on procedural matters. No notes are taken on the discussion. After Annual Conference, the secretary prepares the minutes and sends them to the Chair. The Chair reviews the minutes and distributes them to committee members.

### **Recording Discussion**

It is important to remember that only the discussion at Midwinter leads to final selection. The discussion allows the committee to practice meaningful recording discussion based on the award criteria, to raise and clarify procedural questions, and to become comfortable working together as a group.

### **Report**

After the Annual Conference and by the designated deadline, the Chair prepares and submits a report about the committee's work for the Board on the Post-Midwinter Meeting/Annual Conference Report form (see the Division Leadership Manual, or <http://www.ala.org/ala/mgrps/divs/alsc/aboutalsc/coms/alscforms/index.cfm>).

## **MIDWINTER DISCUSSION LIST**

All eligible recordings are considered throughout the year leading up to the Midwinter selection meeting. All eligible recordings remain under consideration up to the beginning of the Midwinter selection meeting.

Recording discussion at the Midwinter selection meeting is limited to an established list of recordings. Those recordings have been identified as contenders through the nomination process.

The following conditions apply:

- The Midwinter discussion list is established using titles of recordings nominated by committee members.
- No recordings may be added to the discussion list once the Midwinter selection meeting begins. Therefore, it is important to adhere to all deadlines.
- Titles submitted for consideration by ALSC members-at-large need to be received by the Chair two weeks prior to the Midwinter selection meeting to allow for careful consideration. Throughout the year, the Chair collects such titles and distributes them to the committee in a timely manner. The committee is not obligated to include titles submitted for consideration by members-at-large on the

Midwinter discussion list. Committee members consider these titles along with all other eligible titles when making nominations. At the Midwinter selection meeting, only titles nominated by committee members are considered.

## MIDWINTER SELECTION MEETING

The Midwinter selection meeting is all-important. It results in the selection of an annual list of Notable Audio Recordings. There is much to accomplish at Midwinter.

### Preparation

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

#### Committee Member Responsibilities

It is the responsibility of committee members to:

- Obtain, completely listen to, and consider all recordings on the Midwinter nomination discussion list prior to the Midwinter selection meeting.
- **Bring**

	This manual.
	Pertinent committee communications.
	Personal notes about all recordings under consideration.
	Reviews of recordings under consideration (optional).
	Annotations for all recordings under consideration.
	Notes on recordings to be introduced formally into discussion. Committee members will introduce recordings they nominated.
	Copies of recordings nominated by the committee members.

#### Chair Responsibilities

It is the responsibility of the Chair to:

- **Notify**

	The ALSC staff about which recordings have been nominated on an on-going basis and as soon as possible.
	The committee members about the times and locations of meetings.

- **Establish**

	A Midwinter recording discussion list.
--	--

- **Check on**

	Meeting schedule as soon as possible. Work with the ALSC staff on scheduling concerns.
	Meeting room arrangement as soon as possible. Work with the ALSC staff on a comfortable arrangement with a table conducive to discussion.
	Review copies of recordings under consideration

- **Arrange for**

	Access to the meeting room. Work with the ALSC staff to obtain key.
	A complete set of recordings under consideration. Work with the committee. The Chair

	asks committee members to bring recordings that they are introducing into discussion.
	Secretary and tellers (two).

- **Provide**

	Information packet for committee and guests with agendas, discussion list, discussion guidelines, etc.
	An established agenda (distributed to committee prior to Midwinter).
	Name labels for discussion table.
	Office supplies/equipment (laptop computer, calculator, thesaurus, etc).
	Tally sheets and selection ballots for voting (page 39).

## Agenda

### Introductions

Reintroduce committee members.

### Jobs

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

- Secretary: Takes minutes on order of business and all procedural matters. No minutes are kept on recording discussions or balloting. The secretary turns in the minutes to the Chair at the end of the Midwinter selection meeting. The Chair reflects the minutes in the report to the ALSC Executive Director at the conclusion of Midwinter.
- Tellers (two): Tabulate and double check all selection ballots and tally sheets. The tellers turn all selection ballots and tally sheets over to Chair after the Midwinter selection meeting. The Chair turns the selection ballots and tally sheets over to the Executive Director at the conclusion of Midwinter.

### Discussion of Voting Procedures:

Discuss voting procedures for the list.

- Review voting procedure.
- Decide order for discussion of recordings: alphabetical by title, in order of date of nomination, etc.

### Recording Discussion

Recordings are discussed one by one. After all recordings have been discussed, it is possible to re-open discussion on selected titles before moving to voting. Important guidelines apply:

- The committee member who nominated a title may move to withdraw it from consideration prior to discussion. However all other committee members must agree to this.
- Discussion is focused first on a recording's strengths before its weaknesses.
- Discussion is as even-handed as possible.
- Recordings do not always require the same length of discussion.
- Discussion is meaningful, that is, based on the award criteria and not on the merits of the titles in any other medium, i.e.: discussion of the book rather than the audio.

### Voting Process

A simple majority vote will determine the titles that comprise the Notable List. After all nominated titles are discussed, the Chair calls for voting to begin. The final list of Notable titles numbers between 20 and



30 titles and addresses the wide scope of interests and concerns of listeners between the ages of birth to fourteen. Although there is no expectation that the list will include titles from a set group of categories or genres, efforts should be made to include a wide representation of spoken word and musical formats. Committee members should strive to produce a balanced list that will contain titles of interest to listeners across the age guidelines.

#### Voting Procedure

A ballot with all discussion titles is given to each member. Silent deliberation time is given for each member to mark the ballot with 30 titles. The ballots are given to a team of two members, who tally votes next to the titles on a blank ballot. The process is then repeated with a second set of counters, and then their tallies compared and confirmed. The titles that received majority votes are then counted; if the number of titles is within the guidelines of the desired 20-30 title list, those are considered to be the list. Further rounds of voting may be needed to winnow down the titles or to round out the list. Members may ask the Chair for guidance or reconsideration if necessary.

### **MIDWINTER: AFTER SELECTION**

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

#### **Preparation of Information for Press Release**

The committee re-convenes after the selection process is complete to prepare information requested by the ALA Public Awareness Office (PAO) for a press release. Responsibilities are:

- To annotate the titles on the list.
- The Chair divides preparation responsibilities among committee members and edits their work for continuity.
- The Chair provides the requested information to the PAO by the designated deadline and in the designated format.
- The PAO prepares a press release to be distributed after the press conference. The press release is available in print or on the ALSC website.

#### **Recommendations**

After the selection process is complete, if they so choose, the Chair and the committee may make recommendations regarding selection policies, practices, and procedures. These recommendations go to the new Chair, the President and Vice President, the Priority Group Consultant, and/or the Board. The recommendations cover internal changes, changes in the working relationship with the ALSC staff, and/or matters requiring Board action.

### **AFTER MIDWINTER SELECTION MEETING**

#### **Public Relations**

##### **Correspondence**

The Chair handles correspondence specific to the committee's selection and work. In particular, the Chair notifies publishers of their titles on the list, and sends a letter of appreciation to the employers or supervisors of committee members. Refer to, "*Letter to Committee Members' Employer/Supervisor (#2): Sample* (page 34)."

**Report**

The Chair prepares and submits a report, by the designated deadline, about the committee's work to the ALSC Board on the Post-Midwinter Meeting/Annual Conference Report form (see the Division Leadership Manual, or <http://www.ala.org/ala/mgrps/divs/alsc/aboutalsc/coms/alscforms/index.cfm>).

## **PART III: ROLES AND RESPONSIBILITIES**

## INTRODUCTION

The Committee is responsible for selecting and annotating titles for the list. This manual describes the policies, practices, and procedures that guide the selection process. It describes the roles and responsibilities of committee members and of the Chair as well.

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

### COMMITTEE CHAIR: RESPONSIBILITIES & CALENDAR

	Receives new committee list from ALSC office	January
	Sends welcome letter to members with procedural information including assignments for first listening	ASAP
	Sends congratulations letter to employer/supervisor of committee members.	ASAP
	Checks to see that the Committee manual is sent to committee members by the ALSC staff.	ASAP
	Creates a roster of Committee members (work, home, e-mail, fax with preferences)	ASAP
	As entries arrive set up database. Include: <ul style="list-style-type: none"> <li>• Title</li> <li>• Performer</li> <li>• Author or composer</li> <li>• Publisher</li> <li>• Committee member assigned first listening</li> </ul>	On-going
	Keeps in touch with committee members about which recordings are not readily available	On-going
	Notifies publishers about which recordings committee members have not received	On-going
	Solicits nominations and distributes nominations list and copy of database to committee.	On-going
	Communicates with the ALSC staff about meeting schedules and room arrangements for Annual Conference meetings	ASAP
	Distributes nominations list and copy of database to committee members, ALSC Executive Director, President and Vice-President, and to Priority Group Consultant.	June
	Consults with Priority Group Consultant on procedural and personnel issues and on eligibility questions.	On-going
	Answers all correspondence promptly (committee, ALSC, and general).	On-going
	Copies appropriate correspondence to committee members, ALSC Executive Director, President and Vice-President, and to Priority Group Consultant.	On-going
	Notifies committee members as to meeting schedule and place.	As soon as available
	Sets and distributes agenda for Annual Conference meeting	Two weeks before Annual Conference

	Develops and distributes roster of committee members' hotel addresses for communication.	Two weeks before Annual Conference
	Assigns committee secretary	Two weeks before Annual Conference
	Chairs meeting at Annual Conference	Annual Conference
	Attends Division Leadership meetings as schedule permits.	Annual Conference and Midwinter Meeting
	Invites ALSC members-at-large to submit titles for consideration. Uses ALSC electronic discussion list, <i>ALSCMatters!</i> , ALSC website and <i>Children and Libraries</i> .	Prior to meeting dates
	Distributes lists of titles for consideration submitted by ALSC members-at-large to committee.	On-going
	Facilitates committee e-mail discussions as needed.	On-going
	Works with committee members not fully participating and after consultation with Priority Group Consultant, recommends resignation.	On-going
	Solicits nominations from committee	On-going
	Distributes nominations list and copy of database to committee members, ALSC Executive Director, President and Vice-President, and to Priority Group Consultant.	August
	Prepares committee report on Annual Conference meeting for ALSC Board	August
	Solicits nominations from committee	On-going
	Communicates with the ALSC staff about meeting schedules and room arrangements for Midwinter meetings	One month before Midwinter Meeting
	Distributes nominations list and copy of database to committee members, ALSC Executive Director, President and Vice-President, and to Priority Group Consultant.	December
	Notifies committee members as to meeting schedule and place.	As soon as available
	Sets and distributes agenda and schedules for Midwinter meetings	Two weeks before Midwinter Meeting
	Develops and distributes roster of committee members' hotel addresses for communication.	Two weeks before Midwinter Meeting
	Assigns committee secretary	Two weeks before Midwinter Meeting
	Assigns two tellers.	Two weeks before Midwinter Meeting
	Prepares information packets for committee members with agendas, discussion lists, discussion guidelines, etc.	Two weeks before Midwinter Meeting
	Keeps committee members and ALSC staff informed of late nominations	As needed
	Arranges for necessary supplies/equipment (recordings, ballots, name cards, tally sheets, office sundries, calculator, computer, camera, thesaurus, etc).	Midwinter Meeting
	Chairs Midwinter selection meetings	Midwinter Meeting
	Edits the final compilation of the Notables list	Midwinter Meeting
	Oversees preparation of press release information for PAO, and submits information in designated format to PAO by deadline.	Midwinter Meeting

	Sends final, edited list to <i>Booklist</i> editor and ALSC Program Officer	Midwinter Meeting
	Asks committee members to make recommendations regarding policies, practices, and procedures. Recommendations cover internal changes, changes in the working relationship with ALSC staff and PAO, and/or matters requiring Board action.	At the end of the Midwinter Meeting
	Submits minutes, ballots and tally sheets to ALSC Executive Director.	At the end of the Midwinter Meeting.
	Notifies publishers of their titles on the list.	At the end of the Midwinter Meeting
	Prepares committee report on Midwinter meetings for ALSC board	February
	Sends appreciation letters to committee members and to committee members' employers/supervisors	February

#### **PRIORITY GROUP CONSULTANT: RESPONSIBILITIES**

	Assists Chair with procedural, personnel, and eligibility questions.	On-going
	Assists members with unusual issues, particularly those having to do with the Chair.	On-going
	Attends committee meeting at Annual Conference to explain role (at request of Chair).	January

#### **ALSC STAFF: RESPONSIBILITIES**

##### **General**

	Checks eligibility for membership of committee appointments.	Before notification
	Notifies members appointed by President.	November in year before work begins
	Distributes manuals to committee members upon acceptance of appointment.	November in year before work begins
	Provides publishers with a mail roster of committee members.	ASAP
	Maintains a collection of all recordings suggested and nominated for the list based on information sent by Chair	On-going
	Supplies publishers with a committee roster.	January
	Posts committee roster on ALSC award website.	January
	Works with Chair on meeting schedule and meeting room arrangements for Annual Conference (prior to Midwinter selection meeting) and Midwinter selection meeting.	On-going
	Assists with call for ALSC members-at-large to submit titles for consideration (ALSC publications and ALSC electronic discussion list).	On-going

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

	Arranges for Chair to have key to meeting rooms.	Annual Conference and Midwinter Meeting
	Arranges for Chair to have access to photocopy service.	Annual Conference and Midwinter Meeting
	Works with PAO on arrangements for announcement: press release, and distribution of the press release in print and on ALSC website, etc.	Midwinter Meeting

**After Midwinter Selection Meeting**

	Handles office correspondence related to the list.	On-going
	A Notables seal copy is sent to each vendor that produces a notable book that receives the ALSC Notables distinction, with information on how to purchase this seal. Also, a high quality image of the award to place on print media is also available for purchase.	February

**ALSC MEMBERSHIP: ROLE**

	Submits titles for consideration.	On-going
	Promotes community interest in the award; distributes information about list.	On-going

**ALSC BOARD: RESPONSIBILITIES**

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

	Appoints eight committee members plus a Chair.	Fall of year before work begins
	Fills vacancies as needed.	On-going
	Deals with conflict of interest or with problem of committee member participation in consultation with the Executive Committee.	On-going
		On-going

**ALA PUBLIC AWARENESS OFFICE (PAO): RESPONSIBILITIES**

	Prepares information for press release in print and for ALSC website based on information submitted by committee.	Midwinter selection meeting
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**BOOKLIST EDITOR: RESPONSIBILITIES**

	Communicates format and deadline for list to the Chair and ALSC staff	Summer preceding publication
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## **PART IV: SAMPLES**



**Notable Children’s Recordings Committee**

*Employer/Supervisor Information Form: Sample*

Please supply the employer/supervisor information so a letter can be sent to your employer/supervisor regarding your participation on the Notable Children’s Recordings 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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Notable Children’s Recordings Committee**

*Letter to Committee Members’ Employers/Supervisors #1: Sample*

Date

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

Please accept our congratulations and gratitude for your support of \_\_\_\_\_ during his/her term on the Association for Library Service to Children’s Notable Children’s Recordings Committee

The Notable Children’s Recordings list represents the best of over (specific number needed here) recordings for children submitted each year. In accepting an appointment, each committee member has made a professional commitment to be involved in an intense and time-consuming process: Listening, evaluating, discussing, and ultimately selecting the year’s most distinguished audio recordings. Needless to say, already well-practiced reviewing and evaluative skills will be further honed and heightened.

In June our committee will meet during the ALA Annual Conference in \_\_\_\_\_. We will meet to make our selections in January 201\_ in \_\_\_\_\_. Thank you again for your support during this selection process.

Sincerely,

\_\_\_\_\_  
Chair, 201\_ Children’s Notable Children’s Recordings Committee

**Notable Children’s Recordings Committee**

*Letter to Committee Members’ Employers/Supervisors #2: Sample*

Date

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

Please accept our congratulations and gratitude for your support of \_\_\_\_\_ upon completion of his/her term on the 200\_ Children’s Notable Children’s Recordings committee. As you probably know, the award is administered by the Association for Library Service to Children, a division of the American Library Association.

I have attached a copy of the list for 201\_, which is scheduled for publication in the March 15 issue of *Booklist*.

The Notable Children’s Recordings list represents the best of over (insert number here) recordings for children submitted each year. Each committee member has been involved in an intense and time-consuming process: Listening, evaluating, discussing, and ultimately selecting the year’s most distinguished audio recordings. Needless to say, already well-practiced reviewing and evaluative skills were further honed and heightened.

In June our committee met briefly during the ALA Annual Conference in \_\_\_\_\_, and extensively during the intensive selection process during the 201\_ Midwinter Meeting in \_\_\_\_\_.

Thank you again for your support of \_\_\_\_\_ and the Notable Children’s Recordings Committee

Sincerely,

\_\_\_\_\_  
Chair, 201\_ Children’s Notable Children’s Recordings Committee

**Notable Children’s Recordings Committee**

*Evaluation Form: Sample*

Date Received \_\_\_\_\_ Date Evaluated \_\_\_\_\_ Recommend? \_\_\_\_\_

Title \_\_\_\_\_

Age Level \_\_\_\_\_ Format \_\_\_\_\_

Technical Quality: (Sound quality and balance, background music, clarity. Does it maintain high standards in its aesthetic and technical aspects?)

Comments:

Score \_\_\_\_\_

Performance Quality: (Diction, Pacing, Voice, Expression, Characterization, Appropriateness to material. Does it depict excellence through the effective use of voices, music, sound effects, and language?)

Comments:

Score \_\_\_\_\_

Audience Appeal: (Content, Entertainment/Education Value, Age Appropriateness Does it respects young people's intelligence and imagination? Does it, in exemplary ways, reflect and encourage the natural interest of children and young adolescents?)

Comments:

Score \_\_\_\_\_

Packaging: (Attractiveness, Practicality, Usefulness of accompanying materials. Does adapted material remain true to, expand, or complement the original work?)

Comments:

Score \_\_\_\_\_

Unity of Recording as a Whole: (Lyrics/music/performance, Book/narrator match, Overall effectiveness of the recording as a whole. Does it exhibit venturesome creativity?)

Comments:

Score \_\_\_\_\_

**Notable Children's Recordings Committee**

*Evaluation Rubric: Sample*

<b>Notable Children's Recordings Rubric Title:</b>					
	<b>Little/None : 1 point</b>	<b>Fair/Good : 2 Points</b>	<b>Excellent: 3 points</b>	<b>Exemplary: 4 points</b>	<b>Evaluation Score</b>
respecting young people's intelligence					
respecting young people's imagination					
exhibiting venturesome creativity					
reflecting & encouraging the natural interest of children & young adolescents					
aesthetic use of voices, music, sound effects, and language					
technical aspects of voices, music, sound effects, and language					
creating a unified whole					
remain true to, expand, or complement the original work					
<b>Additional comments</b>					
<b>Scale: 29-32=Exemplary 24-28=Excellent 11-24=Fair 0-10=Poor</b>				<b>Total Points</b>	
<i>Developed by Mary Burkey March 2004</i>					

## Notable Children's Recordings Committee

*Nomination: Sample*

To the members of the Notable Children's Recordings Committee

Ladies and Gentlemen:

I recommend for consideration the following titles:

- **The Bad Beginning**

Violet, Klaus, and Sunny, the Baudelaire orphans, are magnets for misfortune. The siblings' villainous uncle, Count Olaf, is more often than not the architect of the particular bits of misery that afflict them. In these, the first two installments of Lemony Snicket's Series of Unfortunate Events, Tim Curry's gives a bodacious, over-the-top reading that vivifies Mr. Snicket's juicy melodrama, making for a woeful, diabolical, and thoroughly hilarious listening experience.

- **Buttons**

This is just what a (literary) fairy tale narration should sound like. When their father eats too much that he pops the buttons off his britches, each of his three daughters conjures up one humorous scheme after another in their efforts to find replacements.

- **Chet Gecko -- private eye**

Silly puns, silly riddles, and the narrator's voice make this an especially appealing recording for its intended young audience.

- **The Fledgling.**

I am not finished yet and I hate the story -- I always have -- but I am captivated by the reader and all of her voices. I know others who love the story.

- **Homeless Bird**

I know it is not my letter assignment but it was what I listened to before we were assigned. What a wonderful story. I was blown away when her sister-in-law was wed to the computer guy. Up until that point I thought the story was taking place earlier in the last century. The reading was exceptional.

- **The Princess Diaries**

OK, some of you may send me hate e-mail for this one, but I'll be strong. I think this is an outstanding recording. The voice sounds so much like a goofy teenager that it made me laugh. I'll say no more.

---

Committee Member

## Notable Children’s Recordings Committee

### *List Announcement/Call for Suggestions: Sample*

The Chair calls on ALSC members-at-large to submit titles for consideration by the committee. The Chair posts an announcement on the ALSC electronic discussion list, in *ALSCMatters!*, in *Children and Libraries* and on the ALSC website several times during the year. The Chair may also solicit suggestions from other list serves having to do with children’s literature.

#### Call for Suggestions:

ALSC members are cordially invited to participate in the 201\_ Notable Children’s Recordings list by submitting titles for consideration. The Notable Children’s Recordings Committee’s charge is to select, annotate, and present for publication an annual list of notable audio recording of interest to young people from birth through age 14.

We consider recordings that can be purchased separately or with accompanying recordings. All material must be currently available through a US distributor, and they must have been published during this calendar year. Only recordings from 201\_ are under consideration for the 201\_ list.

Recordings are evaluated on the following criteria:

1. respects young people's intelligence and imagination
2. exhibits venturesome creativity
3. in exemplary ways reflects and encourages the natural interest of children and young adolescents
4. depicts excellence through the effective use of voices, music, sound effects, and language
5. maintains high standards in aesthetic and technical aspects
6. adapted materials remain true to, expand, or complement the original work

The 201\_ Notable Children’s Recording Committee calls on ALSC personal members to submit titles for consideration. Please remember: Only recordings from the 201\_ publishing year are under consideration for the award. Also, please note that publishers, authors, illustrators, or editors may not nominate their own titles.

Please send suggestions to \_\_\_\_\_ at \_\_\_\_\_.  
Chair’s name      e-mail address

**Notable Children’s Recordings Committee Voting Tally Sheet: Sample**

Title	Committee Member A	Committee Member B	Committee Member C	Committee Member D	Committee Member E	Committee Member F	Committee Member G	Committee Member H	Committee Chair	Total
Aaaaaa										
Bbbbbbb										
Cccccc										
Ddddd										
Eeeeeee										
Ffffffff										
Gggggg										
Hhhhhh										
Iiiiiiii										
Jjjjjj										
Kkkkk										
Lllllll										
Mmmm										
Nnnnn										
Ooooo										
Ppppp										
Qqqqq										
Rrrrr										
Sssss										
Tttttt										
Uuuuu										
Vvvvv										
Wwww										