

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.

TABLE OF CONTENTS

(Section to be updated upon Manual approval)

FOREWORD	2
TABLE OF CONTENTS	3
NOTES	6
PART I: BACKGROUND INFORMATION	7
HISTORY	8
COMMITTEE FUNCTION STATEMENT	9
THE COMMITTEE	9
TERMS, DEFINITIONS AND CRITERIA	9
PRIORITY GROUP CONSULTANT	11
REFORMA CULTURAL COMPETENCE CONSULTANT	12
POLICIES	13
ALSC/REFORMA/YALSA Policy for Membership on the Belpré Committee	13
ALSC Policy for Service on Award Committees	13
Conflict of Interest	13
Confidentiality	13
Guidelines for Award Committees	13
Meeting Attendance and Access to Materials	14
Checklist for Prospective Award Committee Members	16
Resignations	17
Relationship to Publishers	17
Self-Published/Small Press Titles	18
Electronic Communication	18
PART II: COMMITTEE WORK	19
WELCOME	20
CALENDAR	20
ATTENDANCE AT MEETINGS	21
PREPARATION AND READING LIST	22
IDENTIFYING, OBTAINING, AND READING ELIGIBLE TITLES	24
ELIGIBILITY	25
NOTE-TAKING	25
SUGGESTION PROCESS	25
NOMINATING BALLOTS	26
PARTICIPATION OF ALSC AND REFORMA MEMBERSHIP	27
COMMITTEE PARTICIPATION	28
APPOINTMENT & BEGINNING OF TERM	28
FIRST MIDWINTER MEETING	28
ANNUAL CONFERENCE COMMITTEE MEETINGS	29
Preparation	29

Comm

REFORMA PRESIDENT	48
ALSC, YALSA AND REFORMA BOARD OF DIRECTORS	48
ALSC, YALSA AND REFORMA MEMBERSHIP	49
ALA PUBLIC INFORMATION OFFICE (PIO)	49

PART IV: SAMPLES	50
Sample Calendar	51
Sample Address Request Form	53
Sample Letter to Committee Member's Employer/Supervisor #1 for Start of Service	54
Sample Letter to Committee Member's Employer/Supervisor #2 for End of Service	55
Sample News Release Form	56
Sample Publisher Form for Author and Illustrator Eligibility Information	57
Sample Table for Keeping Track of Eligibility	59
Sample Template for Letter to Verify Author/Illustrator Eligibility	60
Sample Format for List of Books under Consideration	61
Sample Note-Taking Form	62
Sample Nominating Ballot #1 Author Award	64
Sample Nominating Ballot #1 Illustrator Award	65
Sample Nominating Ballot #2 Author Award	66
Sample Nominating Ballot #2 Illustrator Award	67
Sample Tally Sheet	68
Sample Letter to Author, Editor	69
Sample Press Release Announcing Winners in English	70
Sample Press Release Announcing Winners in Spanish	72

PART V: APPENDICES	74
List of Past Belpré Winners	75
Memorandum of Understanding between ALSC, YALSA and REFORMA Regarding the Pura Belpré Award	79
Gu lustrato and rato	

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:

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

HISTORY

The P

housed at **CENTRO**

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.

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 fr

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 emp]

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

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 throu I

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 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.

PART II: COMMITTEE WORK

WELCOME

CALENDAR

ATTENDANCE AT MEETING

WORK OF THE COMMITTEE

ACCESS TO MATERIALS

PREPARATION AND READING LIST

IDENTIFYING, OBTAINING, AND READING ELIGIBLE TITLES

ELIGIBILITY

NOTE-TAKING

SUGGESTION PROCESS

NOMINATING BALLOTS

PARTICIPATION OF ALSC AND REFORMA MEMBERSHIP

COMMITTEE PAMN OF ALSÆS

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 outl_e

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 celebrat` s lrtomms

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 CAY election

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 MM

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 & N

Luby

Jans-Thomas,

Nil

Committee members are responsible for reading eligible titles—those to consider as potential conte

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 sede r the ch

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.

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

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]r w

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 to the chair.

Chair Responsibilities

It is the responsibility of the chair to:es

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 of the role of the PGC, ALSC, AA, and YALSA in the process. The chair, the PGC or AA, is invited to

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
awards.

Members must remember that the following items are not for public discussion
during, or following the selection of the awards:

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

The committee's reasons for selection of the Medal-winning and Honor Books
committee chair or a designate who prepares the press release or the

None of the above is intended to limit a committee member's right to speak
instead, to preserve the privacy of other committee members who talk
closed session and who should have the right to speak for themselves in
also meant to preserve and protect the intent in awarding the Medals and Honor Books.

Another aspect of confidentiality about which there is concern is the time
the selection and the public announcement of the winners. One primary reason
ensure that winners are informed before the public. Other reasons for

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 to

- 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

Agenda

The agenda at Midwinter, to be sent to committee members, the AL

7) Selection of Honor Books

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 ad

Recommendations

After the selection process is complete, if it so chooses, the chair and the committee may make recommendations regard

PART III: ROLES AND RESPONSIBILITIES

INTRODUCTION
COM

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. ~~F vs B~~

There is a delicate balance that the chair must maintain between be p

	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	

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

	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]	

Annual Conference/Awards Celebración

	Committee Chair Responsibility	Due Date
	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

	PGC and AA Responsibilities	Due Date
	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

REFORMA Cultural Competence Consultant

ALSC STAFF/YALSA STAFF

General t

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

	ALSC and YALSA Staff Responsibilities	Due Date
	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 am... ...ción..	

After Midwinter Selection Meeting

	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 detan	

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.

	REFORMA CAYASC Responsibilities	Due Date
	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)	

	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

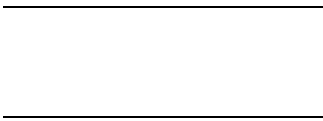
	ALSC and YALSA President Responsibilities	Due Date
	Each division president appoints two committee members. The chair is appointed by REFORMA in 2020, ALSC in 2021, YALSA in 2022 and then they repeat.	

	Attends the ALA PIO YMA Press Conference informational meeting.	Usually Friday Evening of Midwinter Selection Meeting
--	---	---

	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>	<p>By August 31 before the first MW of the year under consideration</p>
	<p>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).</p>	<p>By August 31</p>



ALSC, YALSA AND REFORMA BOARD OF DIRECTORS

ALSC, YALSA AND REFORMA MEMBERSHIP

	ALSC, YALSA and REFORMA Membership Responsibilities	Due Date
	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)

	ALA PIO Responsibilities	Due Date
	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

^A**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

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]

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 ~~the~~ youth

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

Committee members sometimes notify employers/supervisors about their wor

- 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.

Puraê.

PURA BELPRÉ AWARD

Sample: Table for Keeping Track of Eligibility

PURA BELPRÉ AWARD

Sample: Template for Letter to Verify Author/Illustrator Eligibility

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

Publisher's Name enss

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

PURA BELPRÉ AWARD

*Sample: Format for List Of Books Under
Considerat*

PURA BELPRÉ AWARD
Sample: Note-Taking Form

Au

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

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 Preliminar

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 nomination by notem m f

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: 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

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 21st century.

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 general committee 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 participant in the event will

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 celebraci6ns.)

APPENDIX I: Pura Belpr6 Committee Manual

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

APPENDIX II: Anniversary Celebraci6ns of the Pura Belpr6 Award

A special Pura Belpr6 Award Celebraci6n 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 Belpr6 Award and of literature that acknowledges and celebrates the Latino/Latina experience in the U.S.

To generate increased interest in the Pura Belpr6 Award.

The REFORMA and ALSC/YALSA Boards will appoint a joint planning task force at least 24 months prior to the special Celebraci6n 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 _____ Celebraci6n of the Pura Belpr6 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 be composed of representatives from ALSC/YALSA and REFORMA.

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 activiti Awae ée ap



9. REFORMA may hold a fundrai

6. As its contribution, ALSC has paid for the medal cost (including initial design an

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/bel_prmedaltrms.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 a 00 d

\$1000 toward the cost of the celebration every two years, but the remainder of the cost above \$1000 has never been formally agreed upon

3.

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