¢ΚŜ Ν2ΰΙ·ōfŜ CΚλfŘℕŜyℤă wŜŎ2ℕŘλyΞă Lλăΰ ø Ι·ă ŦΛℕăΰ LJdzōfλăΚŜŘ λy΄ΰΚŜ ² λyΰŜℕ мфττ λăădzŜ 2Ŧ *Top of the News* as άΝ2ΰΙ·ōfŜ CΚλfŘℕŜyℤă wŜŎ2ℕŘλyΞă мфтр Ι·yŘ ℕŜΰℕ2ăLJŜŎΰλØŜ ℕŜŎ2ℕŘλyΞă fλăΰέΦ Ιΰ ø Ι·ă Ŏ2Y΄LJλfŜŘ ōề ΰΚŜ wŜŎ2ℕŘλyΞă EØΙ·fdzΙ·ΰλ2y΄C2ΥΥ΄λΰΰŜŜ 2Ŧ ΰΚŜ CΚλfŘℕŜyℤă {ŜℕØλŎŜă DλØλăλ2y΄2Ŧ ΰΚŜ AY΄ŜℕăŎΙ·y΄LλōℕΙ·ℕè Aăă2Ŏλ Ι·ΰλ2y΅

¢ΚŜ ŎΚΙ·ℕΞŜ 2Ŧ ΰΚŜ ŎdzℕℕŜyΰ Ν2ΰΙ·ōfŜ CΚλfŘℕŜyℤă wŜŎ2ℕŘλyΞă C2ΥΥ΄λΰΰŜŜ 2Ŧ ΰΚŜ Aăă2Ŏλ Ι·ΰλ2y΄Ŧ2ℕ LλōℕΙ·ℕè Service for

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Evaluation Form: Sample 36

which children are a potenűʎI·t I·dzŘʎÊyŐÊΦ ¢ĸÊ ℕŜŐ2ℕŘʎyƎ ÊÈĸʎōʎűă ℕŜăLJÊŐú ŦƵℕ è2dzyƎ LJŜ2LJfÊΩă 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. áEÈĸʎōʎűă ØÊyűdzℕŜă2Y Ê ŐℕŜI·úʎØʎűèɛ ăĸI·ff ōÊ ℕŜŐ2ℕŘʎyƎă øĸʎŐK LJℕ2ØʎŘÊ I·y I·dzŘʎű2ℕè ÊÈLJŜℕʎÊyŐÊ úĸI·ú

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.

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)

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.

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
Ŏ2YY\úúŜŜ□ă ŘŜŎ\ăå2y
Send official letter within a week
Send thank you letter to all committee members and their work supervisors.

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 CommitteŜ I·ŘKŜℕŜă ú2 úKŜ áGdz\ŘŜf\ySă ₮2ℕ EfŜŎúℕ2y\Ŏ C2YYdzy\ŎI·ú\2y₮2ℕ AL{C C2YY\úúŜŜă℥ε I·ă adapted by the ALSC Board and as posted on the ALSC website at http://www.ala.org/ala/alsc/boardcomm/guidelineselec/guidelineselectronic.htm

{\yŎŜ úKŜ Ŏ2YY\úúŜŜ□ă ŜfŜŎúℕ2y\Ŏ Ŏ2YYdzy\ŎI·ú\2y\ă ∃ŜySℕI·ffè Ŏ2y₮\ŘŜyű\I·f℥ úKŜℕŜ I·ℕŜ ăŜØŜℕI·f ø I·ëă ú2 better insure confidentiality. For e-YI·\f℥ \yŎftdzŘŜ úKŜ ø2ℕŘ áŎ2y₮\ŘŜyű\I·fé 2y\úKŜ ădzō?ŜŎű line or as part of úKŜ úℕI·yãY\ăă\2y\2LJú\2yã℗ F2ℕ FA· Ŏ2YYdzy\ŎI·ú\2y℥ \yŎftdzŘŜ úKŜ ø2ℕŘ áŎ2y₮\ŘŜyű\I·fé 2y\I· Ŏ2ØŜℕ ăKŜŜú℗

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.

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

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.

Committee members are responsible for listening to eligible titles τ 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.

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 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 meY˙ōŜℕă ƛă ŜØŜℕè Y˙ŜY˙ōŜℕΩă ℕŜăLJ2yãƛōƛťúèΣ I·yŘ è2dzℕ CKI·ƛℕ 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.

¢KŜ y2Y˙ƛyl·ůƛ2y˙LJℕ2ŐŜăă ŧ2ŐdzăŜă I·ůťŜyťůƛ2y˙2y˙LJI·ℕůƛŐdzfI·ℕ ůƛůťfŜă¢ Iť Ř2Ŝă y2ť fƛY˙ƛť ťKŜ Ő2Y˙Y˙ƛťúŜŜΩă fƛăúŜyƛyΞ

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 haviyƎ ű2 Ř2 ǿʎűK ŎKʎfŘℕŜyℚă fʎűŜℕI·űdzℕŜ¢ ¢ʎűfŜă 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.

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.

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

<u>Committee Member Responsibilities</u>
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.

	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:

	The ALSC staff about which recordings have been suggested prior to the meeting.

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

	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).

Introductions

Introductions

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.

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

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.

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.

The Chair prepares and submits a report, by the designated deadline, l·ō2ʤzΰ ΰKŜ Ŏ2ΥΥʯΰΰŜŜΩă ø2ℕʅ ΰ2 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).

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 Conădztfűl·yűΣ AL{C óăűl·ŦŦΣ YˆŜYˆōŜℕăKλLJΣ l·ǿl·ℕŘ l·yŘ N2űl·ōfŜ CKλfŘℕŜyℕă 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:

	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.	ÁSAP
	Checks to see that the Committee manual is sent to committee members by the ALSC staff.	ÁSAP
	Creates a roster of Committee members (work, home, e-mail, fax with preferences)	ÁSAP

As entries arrive set up database. Include:

Title

DŜØŜfƨLJă I·yŘ ŘλăúńₓōdzúŜă ₦ƨăűŜ₦ ƨŦ ŎƨYYλúűŜŜ YˇŜYˇōŜ₦ăΩ KƨűŜf addresses for communication.

	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

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

Employer/Supervisor Information Form: Sample

Please supply the employer/supervisor information so a letter can be sent to your employer/supervisor ₪Ŝ∃Ⅰ·₪Řλy∃ ѐ2ȡz₪ LJI·₪ΰλÕλLJI·ΰλ2y˝2y˝ΰKŜ N2ΰⅠ·ōfŜ CKλfŘ₪Ŝy◘ă wŜŎ2₪Řλy∃ă C2Y˝Y˝λΰΰŜŜ✠ You may list as many names as you like.

---

your name

_____

{ȡzLJŜ₪ØλǎƧ₪◘ă NI·Y˝Ŝ _____

{ȡzLJŜ₪ØλǎƧ₪◘ă ¢λΰfŜ _____

Name of Institution _____

Mailing Address_____

_____

_____

{ȡzLJŜ₪ØλǎƧ₪◘ă NI·Y˝Ŝ _____

{ȡzLJŜ₪ØλǎƧ₪◘ă ¢λΰfŜ _____

Name of Institution _____

Mailing Address_____

_____

_____

Letter to Committee Members' Employers/Supervisors #2: Sample

Date

Dear _____,

Please accept our congratulations and gratitude for your support of _____ upon completion of ₵KŜ N2űI·ōfŜ CKλfŘ₪Ŝy₫ă wŜŏ2₪ŘλyƎă 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*.

₵KŜ N2űI·ōfŜ CKλfŘ₪Ŝy₫ă wŜŏ2₪ŘλyƎă fλăű 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-ŏ2yãdzYˆλyƎ LJ₪2ŏŜăăϒ LλăűŜyλyƎΣ ŜØI·fdzI·űλyƎΣ ŘλăŏdzăăλyƎΣ I·yŘ dztűλYˆI·űŜfè ăŜfŜŏűλyƎ űKŜ èŜI·₪₫ă Yˆ2ăű 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 agaλYˆ₮2₪ è2dz₪ ădzLJLJ2₪úű 2₮ ψψψψψψψψψψψψ I·yŘ űKŜ N2űI·ōfŜ CKλfŘ₪Ŝy₫ă wŜŏ2₪ŘλyƎă C2YˆYˆλűúŜŜ

Sincerely,

_____

Chair, 201ψ CKλfŘ₪Ŝy₫ă N2űI·ōfŜ CKλfŘ₪Ŝy₫ă wŜŏ2₪ŘλyƎă C2YˆYˆλűúŜŜ

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/nar.024 ‡(Sc912 0,31 0 0 1 252.05 602.14 Tm0 g0 G[Fo)

List Announcement/Call for Suggestions: Sample

The Chair calls on ALSC members-at-