

Top Twenty Selection Process Documentation

Late November (Approximately November 22nd): Prior to Round 1

All committee members use the rubric to recommend articles published during the calendar year up until November. They send citations to the chair who coordinates a Round 1 Master List. The Chair will de-duplicate the Round 1 nominations and will check if the articles meet the calendar requirement.

Round 1 (Late November -- A couple of days after recommendations are received)

Each nominated article in the Round 1 Master List is assigned to two committee members by the Chair. The Chair divides the articles into groups based on number of committee members. Each member then reads two groups of articles; therefore every article is read by two people in the first round. The groups may be assigned alphabetically. Articles that receive a score of 15-20 points or above (depending to the next round.

Late December (Just before the holiday)

Deadline for each committee member to read and rate her/his first-round articles. Decimal ratings can be used. Committee members send their ratings to the Committee Chair.

Round 2 (Right after the holiday break)

The Chair creates a spreadsheet of all the articles from Round 1 that received an averaged score that is above 15- (list) from the Jan-Nov of the previous year. All committee members read all articles on this shortened Round 2 Master List and input their scores on the spreadsheet.

January 30

All committee members use the rubric to recommend articles published during December and part of November of the previous calendar year. Committee members send the citations for their nominations to the Chair who will coordinate the reading of the end-of-year articles by the rest of the committee.

January 31

Each nominated article from the end-of-the-year recommendation list is assigned to two committee members by the Chair. The Chair divides the articles into groups based on number of committee members. Each member then reads two groups of articles; therefore every article from the end of the year is read by two people. The groups may be assigned alphabetically. Articles that receive a score of 15-20 points or above (depending on the quality and quantity of

3. *College & Research Libraries*
 4. *Evidence Based Library and Information Practice*
 5. *Knowledge Quest*
 6. *School Library Research*
- vi. Article about core journals in the field:
<http://crl.acrl.org/content/early/2012/07/23/crl12-387.short>