

Missouri Building Block

Picture Book Award

Committee Member Handbook

READ-ALoud PICTURE BOOK AWARD

Sponsored by the Children's Services Round Table (CSRT) of the Missouri Library Association. The Building Block Award Committee shall be a permanent subcommittee of the CSRT.

PURPOSE OF THE AWARD:

To accomplish the following purposes, an annual list of books and accompanying program and promotional activity ideas will be developed to help Missouri public librarians focus on the importance of picture books in fostering reading aloud to prereaders.

1. To encourage language development and pre-reading skills through reading aloud.
2. To provide parents and caregivers with a selection of quality picture books to read aloud to young children.
3. To introduce children to a variety of authors and illustrators of children's books, including Missouri authors, illustrators and themes, when possible.
4. To encourage an appreciation of diverse artistic and literary styles in current children's literature.
5. To encourage the continuation of publication of quality picture books.
6. To encourage the development of visual perception/discrimination.
7. To introduce children to diverse themes, cultures and topics.

NAME OF AWARD:

The MISSOURI BUILDING BLOCK PICTURE BOOK AWARD with "P. B. Bear" as logo/mascot (P.B. = picture book).

COMMITTEE STRUCTURE/DUTIES:

- a. The permanent committee shall consist of **up to** twenty (20) members, including 2 ex-officio members and one representative from MASL. No member shall serve more than six consecutive years.
- b. Committee members will be selected by the committee chairs from a pool of volunteers. Volunteers will be recruited through MLA listservs. In addition, it is strongly recommended that the committee recruit early childhood professions such as members of the Association for the Education of Young Children – Missouri (AEYC-MO). CSRT will oversee this process.
- c. Meetings:
 1. Prescreening meeting (January)
 2. Listener/Selector meeting/planning meeting (Late January or early February)
- d. Term of office:
 1. Terms begin July 1 and end June 30.

2. Officers serve 4-year terms. A member will serve as Selection Chair in first year, Award Chair in second year, Committee Chair in third year, and immediate Past Chair in fourth year. Officers must be members of MLA.
 3. Each year the Committee will elect a new Selection Chair from the pool of committee members, preferably someone who has been on the committee for at least one year.
- e. Committee officers and duties
1. Committee Chair. Duties:
 - a. Arrange all meetings.
 - b. See that all scheduled deadlines are met.
 - c. Serve in an advisory capacity to the Award and Selection Chairs.
 - d. Attend Community of Interest meetings.
 - e. Authorize expenditures as arranged with CSRT Chair.
 - f. Preside over the selection of new Selection Chair.
 - g. Shall, in conjunction with the Award Chair and Selection Chair, appoint members to subcommittees.
 - h. Assemble Listener/Selectors.
 - i. Create a list of all Committee members and a list of Listeners/Selectors to be distributed at the Listener meeting.
 - j. Publicize the program.
 - k. Produce and procure promotional items, ballots, clip art, etc.
 - l. Notify webmaster of any updates or changes needed to be made to the website, including, but not limited to officer contact information, nomination list, online voting site, updates to procedures and/or manual, etc.
 2. Award Chair. Duties:
 - a. Preside in the absence of the Committee Chair.
 - b. Assume duties of the Committee Chair in the event the Committee Chair is not able to complete his/her term of office.
 - c. Accept and tally ballots to determine winner of award.
 - d. Announce/publicize winning book in a variety of media – MASL Newsletter, PUBYAC, MOYAC, MOINFO, etc.
 - e. Contact winning author and illustrator.
 - f. Notify MLA of winners and order award plaque.
 - g. Arrange for the plaque to be created and sent to winner(s). (Plaques have traditionally been produced by D Sport in Columbia, MO.)
 3. Selection Chair. Duties:
 - a. Serve as a committee member for at least one year before assuming duties of this office.
 - b. Accept and tally nominations for award.
 - c. Distribute preliminary list of titles to all committee members.
 - d. Create agenda and rating sheets for Listener/Selector meeting.
 - e. Coordinate production/printing of activity sheets.

4. Committee Members. Duties:

- a. Read as many new books as possible appropriate to the target age group, noting those which might be suitable for consideration for the annual list.
- b. Submit a list of titles to the Selection Chair by November 30.
- c. Attend all scheduled or called meetings of the committee.
- d. Assist in pre-screening preliminary list to determine each title's eligibility.
- e. Read and rate all nominated titles. Rating scale: 0-5 with 5 being the highest.
- f. Read aloud titles to the Listener/Selectors at that meeting.
- g. Serve on subcommittees as needed.
- h. Promote the award within your library system and community.
- i. Create activity sheets.
- j. Perform other duties as directed by Chairs.

5. MASL Representative. Duties:

- a. Carry out Committee Member duties.
- b. Update MASL membership on Building Block Award nominees and winners.
- c. Assist at the Building Block table at the annual MASL conference in April.

6. Ex-officio Committee Members shall consist of: 1) The CSRT Chair; and 2) The Youth and Senior Services Consultant from the Missouri State Library. These members may attend any meetings of this committee, participate in discussions, make suggestions as warranted, submit titles for consideration and read titles at the Listener/Selector meeting, but may not vote.

Listener/Selectors

A group of up to 20 listener/selectors will be selected by the committee each year. Volunteers will be recruited through MLA, DESE, and MASL listservs and from names suggested by Committee members solicited from the community at large. Listener/Selectors should have a fundamental knowledge of children's literature. The Committee Chair is responsible for assembling the Listener/Selector group.

Book Selection Criteria & Limitations

Books selected for the list must meet the "Purposes of the Award" as stated above. The following limitations and criteria should also be considered.

A. Limitations:

1. Copyright date must be within last two years (e.g. if current year is 2003 books considered for list must be 2003 and 2002.)
2. Any title may appear on final list only one time.
3. Must be a picture book. Cannot include: board books, early chapter

books, beginning readers, wordless books, toy books, textbooks, reprints, abridgements, or books that are available only in book/cassette or CD combinations.

4. Must be English or bilingual/English.
5. May be fiction or non-fiction.
6. May be lap book or story time book, but majority of titles on final list must be suitable for group sharing.
7. May not be a holiday book as determined by LC subject headings.

B. Criteria:

1. Reads well aloud – rich vocabulary, language flows, accurate grammar, makes sense, natural sounding dialogue, literate text, builds language skills.
2. Picture books and words work well together. Theme is developed through text and illustration.
3. Age appropriate (birth up to first grade).
4. Has child appeal.
5. Does not injure the self-esteem of a child or reinforce a biased view of those in some way different from the listener.
6. Avoids sex, race and other stereotypes. (See “Guide for Evaluation of Picture Books” in manual published in 1995 by CSRT.)

Selection & Award Procedure

July

- July 1st Committee terms of office begin

September

- Participating libraries begin publicity and circulation of nominated books; provide ballots to parents.

October – MLA Conference

- Present CSRT volunteer forms for Committee and Listener/Selectors.
- Have an informational booth with sample ballots, the list of nominees, a volunteer form, and promotional items for sale.

November

- Picture book titles for preliminary list will be nominated by public librarians, preschool and kindergarten teachers, and other child care providers from around the state. All nominees will be submitted to the Selection Committee Chair. All nominations should consist of complete bibliographic information and residency of author(s) and/or illustrator(s). A list of up to 15 titles per person should be sent to the Selection Chair. Nominations will also be submitted by each Committee member. Nominations due November 30.

December

- Selection Chair tallies nominations, develops list of books eligible, sends list to committee members.
- Committee Chair determines date & location for January meetings.
- Deadline for voting by patrons/customers at local library level is December 31st.

January

- Committee members read and rate each title. Rating scale: 0-5 with 5 being the highest.
- Public libraries tally ballots and fill out evaluation form which is mailed to Award Chair. Deadline is January 15th.
- Committee Chair contacts volunteers to serve as Listener/Selectors.
- Award Chair tallies votes and determines winner.
- Award Chair announces winner by January 31 in MOInfo and other sources, both print and online. Notifies publisher, author and illustrator of winning title. Arranges for plaque to be made through MLA office.
- Selection Chair presides over pre-screening and planning meeting. Committee members tally their votes and finalize the list of 30 titles. If committee fails to find 30 eligible titles, they may consult book review sources to select additional titles for Listener/Selector meeting. List must contain 20-30 titles.
- Set date for Listener/Selector meeting.
- New Selection Chair is appointed to begin office July 1.
- Determine need for additional promotional items or the reprinting of items with low inventory.

Listener/Selector Meeting

- All committee members and 15-20 Listener/Selectors gather for a full-day meeting to read, discuss, evaluate and vote on the 20-30 nominated titles. Listener/Selectors only will vote on the 10 titles for the final list. Committee members will not vote at this meeting. Persons who will not be voting in this meeting will read aloud to the group.

February

- Committee members will create/develop activity sheets and turn them in to the Selection Chair by February 15th.
- Selection Chair submits a list of the new nominees to be included in MOInfo and the MASL newsletter. Should also be announced on MOYAC and any other appropriate listserv or newsletter.
- Selection Chair should notify the MLA Webmaster of new titles for updating The Missouri Building Block Picture Book Award Page.

March

- Committee Chairpersons present a workshop at the DESE Conference on the Young Years. They also reserve a table at the conference to promote the Building Blocks Award and sell activity sheets and promotional materials.

April

- Committee Chairpersons present a workshop at the MASL Spring Conference, promote the Building Blocks Award, and sell activity sheets and other promotional materials.

June

- Committee terms of office end.

Promotional Ideas:

- Bookmarks
- Posters
- Annotated reading lists
- Seals for books
- Rubber stamps
- Pencils
- Balloons
- Buttons
- Stickers

Activity Packets

- Story time ideas for each title on list – finger plays, crafts, chalk story, songs, etc.
- Children’s take-home sheets related to each title – coloring, game sheets, dot-to-dot, at-home craft, etc.
- Reproducible sheets – children’s ballots, bookmark with lists of books, logo designs, booklist, button design, poster.
- Tally sheet and program evaluation to be returned by librarians.
- Nominations sheet.

Missouri Building Block Picture Book Award Manual (produced by CSRT in 1995):
Included in manual are: description of the program, news releases, bulletin board ideas, display ideas, clip art sheets, importance of reading aloud, reproducible flyer for parents.

Voting Procedures

- Although the award is designed for kindergarteners and younger, any child who benefits from the Building Block Award may vote for their favorite title from the list (parents may fill out ballot.) Children may only vote once.
- Must read or listen to five (5) books from list before eligible to vote.
- Program begins September 1. Voting can be anytime between September 1 and December 31. Local librarians will decide when voting is to take place in their libraries.
- Local librarians are responsible for counting their ballots and completing their tally sheet and program evaluation form. Mail, email, or fax results to Award Chair by January 15

Budget and Expenditures

- Budget submitted by Committee Chair to CSRT Chair who submits to MLA Budget Committee.
- Types of expenditures: postage, printing (letters, activity sheets, posters, clip art, etc.), promotional materials, lunch for listeners meeting, booth fees at conferences.

Amendments

- Changes in the award program guidelines may be suggested by a majority vote of the award committee.
- Major changes must be approved by the CSRT Board.

Guidelines Amended: November 1996

Guidelines Further Amended by Committee: March 1997

Revisions by Committee: October 2003

Further Revisions by Committee: Fall 2010