

*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 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 pre-readers.

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. No member shall serve more than six consecutive years.
- b. Committee members will be selected by CSRT steering committee from pool of names submitted on volunteer forms each fall.
- c. Meetings:
  1. Prescreening meeting (February)
  2. Listener/Selector meeting/planning meeting (March)
- d. Term of office:
  1. Terms begin January 1 and end December 31.
  2. Officers serve 4-year terms: Chairs shall rotate as in CSRT. Example: 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.

3. Each year the Committee Chair will select a new Selection Chair from the pool of committee members. Preferable 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 CSRT Steering Committee meetings.
- e. Submit budget requests to CSRT.
- f. Authorize expenditures as arranged with CSRT Chair.
- g. Preside over the selection of new Selection Chair.
- h. Shall, in conjunction with the Award Chair and Selection Chair, appoint members to subcommittees.
- i. Assemble Listener/Selectors.
- j. Create a list of all Committee members and a list of Listeners/Selectors to be distributed at the Listener meeting.
- k. Publicize program.
- l. Produce and procure promotional items, ballots, clip art, etc.
- m. 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, update 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. Notifies MLA of winners and orders award.
- g. Arrange for the plaque to be created and sent to winner (s).
- h. Submit budget requests to Committee Chair.

3. Selection Chair. Duties:

- a. Have served 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 the distribution of 10 titles to public libraries, including cover letter and order form.
  - f. Coordinate production/printing of activity sheets.
  - g. Coordinate the acceptance and filling of orders at the MLA office.
  - h. Maintain inventory of promotional items.
  - i. Submit budget requests to Committee Chair.
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 January 15.
  - 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. Ex-officio Committee Members: CSRT Chair, the Youth and Senior Services Consultant from the Missouri State Library and a representative from MASL.
- 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 (1 to be appointed by MASL) will be selected by the committee each year using CSRT volunteer forms and names suggested by Committee members solicited from the community at large. Listener/selectors do not have to be CSRT members but 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. Either the author or the illustrator must live in the United States or its territories.
2. Copyright date must be within last two years (e.g. if current year is 2003, books considered for list must be 2003 and 2002).
3. Any title may appear on final list only one time.
4. 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.
5. Must be English or bilingual/English.
6. May be fiction or non-fiction.
7. May be lap book or story time book, but majority of titles on final list must be suitable for group sharing.
8. 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 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

### January 1

- Committee terms of office begin

### January

- 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 January 15<sup>th</sup>.
- Selection Chair tallies nominations, develops list of books eligible, sends list to committee members.
  - 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 15<sup>th</sup>.
  - Committee Chair determines date & location for February and March meetings.

#### February – Committee Meeting

- Committee Chair contacts volunteers to serve as Listener/Selectors.
- Award Chair tallies votes and determines winner.
- Award Chair announces winner by February 15<sup>th</sup> 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.
- Determine need for additional promotional items or the reprinting of items with low inventory.

#### March – 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.
- Committee members will create/develop activity sheets and turn them in to the Selection Chair by June 1<sup>st</sup>.
- Selection Chair develops cover letter describing the program and order form, work with MLA to print order forms, cover letter and list of 10 titles.
- New Selection Chair is appointed to begin office January 1.

#### April

- Selection Chair, through MLA, mails a cover letter, the final list of 10 titles and an order form to all public libraries and previous program participants, in the state.
- Selection Chair submits a copy of the order form and list of titles 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 and order form for updating The Missouri Building Block Picture Book Award Page.

#### July

- July 15<sup>th</sup> is deadline for libraries to order promotional items.

#### August

- Committee Chair, Awards Chair and Selection Chair meet at the MLA office to fill and mail orders. Deadline for committee to mail orders to libraries is August 15<sup>th</sup>.

#### September

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

#### October – MLA Conference

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

#### December

- Deadline for voting by patrons/customers at local library level is December 31<sup>st</sup>.
- 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 Picturebook 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

- Children not yet in first grade may vote for their favorite title from the list (parents will 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 to Award Chair by January 15 (postmark or Fax.)

#### 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, scrapbooks, manila or padded envelopes.

#### 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