

South Carolina Book Award Handbook



2016 - 2017



South Carolina Association of School Librarians
P.O. BOX 2442 • COLUMBIA, SOUTH CAROLINA 29202

<http://scasl.net/awards/book-awards/>

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The purpose of the South Carolina Book Award Program is to encourage our students to read quality contemporary literature and submit their vote to select the recipients of the annual awards.

Brief History

The South Carolina book award program has grown from the participation of sixteen schools in 1976 to approximately **five hundred schools** and more than **60,000 students** presently participating.

The original book award program was a children's division for students in grades 3-6. Additional levels were gradually added, and with the inclusion of the Picture Book award in 2003, all students in grades K-12 can now participate.

Since the inception of the South Carolina Book Award program, SCASL members have provided leadership and volunteered many hours of service to make the program a success. Some highlights of the Book Award program are:



1976

Children's division begun - Edna Bedenbaugh, Chair



1980

Young Adult division added - Jan Sarratt, Chair First
Executive Board Representative elected - Alleene Holland
Banners Program added - Debbie Stone & Alleene Holland



1993

Junior division added - Sue Harden, Chair



2003

Picture Book division added - Joyce Moore, Chair

Section I: Executive Board Representative (EBR)

A. Appointment of the Position

The SCASL EBR shall be appointed by the President of SCASL in consultation with the past EBR and with the approval of the Executive Board.

B. Term of Office

The term of office for the EBR shall be for a one-year term with an additional year to be served in an advisory capacity for the new EBR. It is recommended that the past EBR then rotate off for a period of three years before re-applying to serve on any committee. The official term of office for the EBR begins in July. However, the newly appointed EBR shall have the duty of planning and conducting the May meeting at the beginning of his/her term of office.

C. Composition of the Representative's Committee

The EBR chairs a representative committee comprised of the book award committees' vice-chair, the book award level committee chairs, and the vice-chairs.

D. Book Award Committee Meeting Procedures

- Book award level committee chairs, co-chair, and the EBR, with final approval by the SCASL President and the Executive Secretary, set the dates of all meetings.
- The committees meet five times a year, includes introduction session at the annual conference.
- New members and returning members attend an orientation session at the conference in March. Ideally, an authority on children's literature should speak on the evaluation of books, followed by a general orientation for committee members and distribution of consideration copies.
- The next three meetings (May, August, and October) are evaluation meetings.
- The meeting in December is to complete resources, distribute books, and compile a working of the following year's consideration list.
- An additional meeting is the committee book talking session at the annual conference.

E. Nominee List

- Immediately after the final nominee lists are determined (after Newbery/Caldecott Awards have been announced), the EBR will notify the authors and publishers of the nominated books (carbon copying the president and president-elect).
- The EBR will send the list of nominee titles to jobbers, school district library media coordinators, the State Library, and the Library for the Blind and Physically Handicapped. In addition, the lists will be available through the SCASL listserv, through the SCASL website, and through *Media Center Messenger*.
- The EBR will arrange for the printing of bookmarks and contact sponsors (Follett) concerning the underwriting of this expense.

NOTE: The nominee list must include the following statement on the official SCASL announcement: "All media specialists should review all titles and add them to their collection only if the titles meet the criteria established by District Board Policy and Library Media Center Policy & Procedure guidelines. We recommend that others interested in purchasing these titles read reviews and scan materials to determine the appropriateness for their intended readers."

F. Consideration List

- The EBR will merge committee lists and order complimentary titles from publishers during January.
- The EBR will write thank-you letters to each publisher as copies are received.
- The EBR will provide a template and directions for listing consideration copies to the vice-chair of each committee at the March meeting.
- The EBR will check final committee lists for title duplications and make suggestions for age appropriateness.

G. Conference Medals

- The EBR will obtain the names of the authors and titles of the winners from each committee and then order medals for presentation at SCASL's conference book award luncheon.
- The EBR will notify the winning author of each award through the publisher, and invite him/her to the next year's conference. The EBR will also send copies of the letter and any reply to the President-Elect (Program Chair) of the conference.
- The EBR will send a list of winners to jobbers and should remind the Executive Secretary to send an announcement to ALA, *School Library Journal*, SC schools, *Media Center Messenger*, etc.

- The EBR will mail medal(s) to authors not attending conference.

H. SCASL Conference

- The EBR will confer with committee chairs to schedule members to work in the book award section of the conference store.
- The EBR will coordinate with the President- Elect (Program Chair) on any participating winning authors' agenda. Arrangements should be made for introductions at the awards luncheon, autograph sessions, and Meet the Author conference sessions for any winning authors who attend conference.
- The EBR will preside over the Book Award portion of the Author Celebration Luncheon. The EBR introduces the student presenters, announces the banner winners, and reveals the book award winners (including # of schools and students participating at each level).
- The EBR will provide the local arrangements chair with the number of reserved seats needed for book award committee members for the Author Celebration Luncheon.
- The EBR will write thank you notes to each author who speaks at the conference.
- The EBR will confer and coordinate with the conference local arrangements chair to appoint a Book Award Banners Chairperson to receive banners for the conference.
- The EBR/Book Award Banners Chairperson will appoint committees to judge banners and trailers at the conference. Consideration will be given to Book Award level committee members whose school did not submit a banner for consideration.

NOTE: Refer to the Book Award Chairperson section of the Conference Handbook for complete conference responsibilities.

I. Other Duties

- The EBR will present information and report to the Executive Board from the four Book Award Level Committees.
- At the last Executive Board meeting of the year, the EBR will submit an annual report of the year's activities, including the number of participating schools, number of schools voting, and the winning titles, as well as the names of the new chairs and vice-chairs of each committee.
- The EBR will prepare and present a Book Awards budget request for the next year.
- The EBR will serve, as needed, on *ad hoc* committees related to the book awards.
- The EBR will keep a current e-mail address that will be published on the SCASL network.
- The EBR will respond within five days to queries from book award chairs, publishers, authors, and other individuals and organizations.
- The EBR will submit articles and information for each issue of the *Media Center Messenger*.
- The EBR will encourage members to serve on book award committees by publishing the application link in the *Media Center Messenger*, on the SCASL web site, and at the SCASL conference.
- The EBR will keep a file of projects, activities, board reports, and correspondence conducted during the time of office.
- The EBR will take up vouchers and records of expenses from committee chairs and send to the appropriate person.
- The EBR will send updates to the SCASL webmaster for the Book Award section of the website during the month of April.
- The EBR will prepare annual updates to the book award section of the SCASL webpage and submit to the webmaster following conference.
- The EBR will organize and update all book award materials prior to turning them over to the new chair.

J. Selection of the Committee Chair and Vice-Chair

- The Vice-Chair of each committee is selected from the first year members through an application process. The EBR and chair make this selection in January.
- After one year at the position, the vice-chair generally assumes the position of chair. Should something prevent the vice-chair from assuming the position of chair, the EBR and the retiring chair will appoint a person to fill this vacancy.

K. Selection of Committee Members

- The EBR will send written acceptance letters by email to new members by February 1st stating membership requirements. The chair will also notify all applicants not selected and will forward their applications to the in-coming chair for consideration the following year.
- The EBR will be carbon copied on any communications among committee chairs, vice-chairs, and the committee members.

L. Timeline for EBR

April-May

- Plan and conduct May Book Award meeting with the incoming EBR.
- Prepare and submit annual report to SCASL Board of Directors.
- Prepare and present budget request to SCASL Board of Directors.
- Submit 2 copies of all book award materials produced (for each level) to the Archives & History Chair.

June – July

- Stay in touch with chairs during summer.
- Plan and conduct August meeting.
- Attend Board of Directors meeting during June/July.
- Get SCASL letterhead from Executive Secretary.

August

- Meet with chairs and vice-chairs prior to scheduled meeting.
- Set dates for student votes and banner and trailer submissions for new year.
- Discuss and provide applications to first year members for vice-chair position.
- Notify chairs to submit proposal for conference
- Prepare proposal submission for BA committee introductory meeting.

September-October

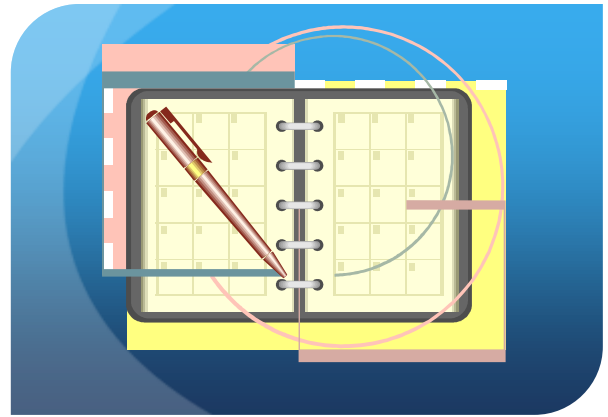
- Plan and conduct October meeting.
- Request list of remaining titles and read as many as possible.
- Prepare and submit article for November MCM.
- Collect and evaluate applications for committee vice-chair.
- Meet with present chairs to select new vice-chairs of committees.
- Check status of conference proposals for book talk sessions.

November-December

- Plan and conduct December meeting.
- Remind chairs to send nominee list and any recommendations as soon as possible.
- Assign conference jobs for committee members.
- Provide consideration list template to vice-chairs.
- Set meeting dates for next year's committees..
- Provide guidelines to new chairs and vice-chairs.
- Recruit volunteers to handle everything related to Book Award banners and trailers for conference.

January

- Assign and notify new committee members of appointment.
- Check consideration lists for duplications, Newbery/Caldecott, in print, etc. (Co-chair)
- Merge consideration lists and create nominee PDF. (Co-chair)
- Send letters to nominee (publishers and authors) with bookmark.
- Request consideration copies from publishers. (Co-



chair)

- Send thank-you letters to publishers as copies are received.
- Arrange sponsors for printing of bookmarks.
- Announce nominee list. (*See EBR Guidelines.*)
- Prepare and submit article for February MCM.
- Ask SCASL secretary to have medals engraved for awarding at conference.
- Make arrangements for authors at conference.
- Ask committee chairs to accompany authors at conference.
- Arrange for speaker at May Book Award meeting.
- Update committee membership rosters.
- Confirm dates for Book Award meetings for upcoming year.

February

- Create/Publish tally sheets for schools to use to collect their votes.
- Create/Publish surveys to collect school votes in order to determine winners.
- Confer with President-elect on conference arrangements (store, volunteers, banners, etc.).
- Prepare certificates for members rotating off.
- Prepare (in cooperation with the Public Awareness Chair) a Press Release for the announcements of the Book Award Winners. (*Attachment H*)

March – Conference

- Give certificates to all members at conference.
- Prepare introduction for authors and other guests.
- Ensure banners are displayed, judged, and picked up after conference.
- Present at Author Celebration luncheon.

March – After Conference

- Notify winning authors and publishers of selection by students and invite to next year's conference to accept award (cc SCASL president and president-elect).
- Update SCASL web page.
- Organize Book Award Nominee Resources and send to SCASL webmaster.
- Submit vouchers for banner and trailer winners.
- Prepare and submit article for April MCM.
- Mail book award medal to authors not attending.
- Write thank-you note to authors who attended conference.

Section II: Book Award Committees Vice-Chair

The vice-chair assists the Book Awards Executive Board Representative with all duties.

A. Appointment of the Position

- The Book Award Committees co-chair shall be appointed by the SCASL President, President-Elect, and current EBR in December for the upcoming term.
- An application must be submitted to the EBR by the August Book Awards Meeting. (*Attachment E.*)
- The vice-chair must have served on a Book Awards Level Committee for a minimum of two years.
- Previous service as a chair or vice-chair of a Book Awards Level Committee is recommended.

B. Term of Office

- The term of office shall be for a one-year term with the understanding of serving the following year as Executive Board Representative.

Section III: Book Award Level Committee Chair

The chair serves as a member of the representative committee under the chairmanship of the EBR and assists as needed. The term of office is for one year.

A. Committee Members

- The chair will receive a list of committee members from the EBR.
- The chair will maintain a stable email account during the time of office.
- The chair will set up group mail for membership and include the EBR and SCASL President in all mailings.

B. Committee Meeting Procedures

- The chair will preside at all committee meetings.
- The chair will be organized and will begin each meeting on time **with a written agenda**.
- The chair will strive to form a cohesive group by getting to know members and providing nametags at meetings.
- Other materials needed include:
 - Individual Yes/No response cards for voting at May, August, and October meetings
 - An annotated list of books for consideration
 - A membership roll for attendance
 - A method for tabulating scores at final meeting
 - An up-to-date information list of members' addresses, phone numbers, schools, etc.
- The chair will print consideration lists and send an updated list to members within five days after each meeting.
- The chair will follow voting procedures for meetings. (*Attachment C*)
- The chair will request absentee votes from any absent member for inclusion in the voting process.

C. Consideration List

- The chair will remind members to submit titles for consideration at each meeting according to stated guidelines and if needed review them with individual members.

D. Nominee List

- The chair will submit the recommended list of nominees to the EBR at the October meeting.
- The chair will assure that members share responsibility for presenting booktalks at the SCASL conference.

E. Book Award Nominee Resources

- The chair will ensure that members share responsibility for developing the *Book Award Nominee Resources* using the approved format. (*Attachment D*)
- At the December meeting, the chair will assist committee members in editing/refining the *Book Award Nominee Resources*.

F. Conference

- The chair will submit a concurrent session proposal to the conference program chair.
- Each committee chair will prepare a *multimedia* presentation of nominated book jackets for use at book talk session.
- The chair will prepare approximately fifty hand-outs for distribution at the book talk sessions which include title, author, age and interest level, and book notes.
- The chair will be prepared to give book talks for members not attending.
- The chair will assist the EBR with soliciting committee volunteers to staff the conference store.

G. Book Award Medal

- The chair will arrange for a student to present the medal to the winner of the previous year's award at conference. Preference will be given to students who serve on the committee.
- The chair will notify the EBR of the student selected and prepare a short student biography to be used when introducing the student at the book award banquet.
- The chair will arrange for someone to accept the medal for any author not attending.
- The chair will provide the student a short biography of the author to whom he/she is presenting.

H. Other Duties

- The chair will relay information to the EBR prior to each board meeting.
- The chair will keep a file of projects, activities, board reports, and correspondence conducted during the term of office.
- The chair will consult with the EBR during October about the best choice for vice-chair. 8

Section IV: Duties of Book Award Level Committee Vice-Chair

The vice-chair serves as a member of the Representative committee under the chairmanship of the EBR. The term of office is one year.

A. Assist Committee Chair

- The vice-chair will preside in the absence of the chair at committee meetings.
- The vice-chair will keep a tally of committee members' votes.
- The vice-chair will keep a roll of committee attendance and submit to the EBR.
- The vice-chair will maintain a stable email account during the time of office.

B. Consideration Copies

- The vice-chair will prepare and keep a record of all consideration copies checked out by members.
- The vice-chair will collect consideration copies at the beginning of each meeting.
- The vice-chair will record books checked out at the end of each meeting.
- The vice-chair will collect and keep copies of books eliminated and those not checked out to be distributed at the December meeting.

C. Consideration List

- The vice-chair will collect 12 suggested titles from each member prior to the December meeting.
- The vice-chair will prepare the consideration list using the template provided by the EBR. The list should contain no more than 200 PBA, 150 CBA, 125 JBA, or 100 YABA titles.
- The vice-chair will check each title before adding it to the consideration list to determine if it meets the Criteria for Selection. (*Attachment A*)
- The vice-chair will keep a record of all reviews submitted for one year.
- The vice-chair will send a final list to the EBR by January 1st.

Section V: Book Award Committee Members

A. Application for Membership

- Those interested should indicate a willingness to serve on the committee by completing the application form available on the SCASL website.
- All members on Book Award committees **MUST** be members of SCASL for the length of their service on the committee.
- The due date for applications will be January 1st with written response sent to applicants by January 31st.
- Members serve a two-year term.
- Members will wait two years before reapplying to serve on any committee for **an additional** term.
- Newcomers will be given special consideration for committees.

B. Committee Composition

- It is recommended that the four Book Award level committees shall consist of the following:
 - Fifteen school library media specialists
 - Two students
 - Four other members, which may include a college/university professor, an administrator, a parent, a teacher, or a public librarian.

These are recommended minimum numbers. Additional members may be selected from any area not to exceed twenty adult members.

- School library media specialists on the committee must work at schools where the students qualify to participate in that particular nominee list. For example, media specialists on the Picture Book and Children's Book Award committees should work in elementary schools, media specialists on the Junior committee should work at middle or junior high schools, and Young Adult committee members should work at high schools. In addition, only one media specialist per school may serve on the same committee at the same time.
- It is recommended that geographic location be considered in the selection of members with one-third each representing the upper, middle, and lower parts of South Carolina.
- It is recommended that librarians from nonpublic schools be actively recruited for the committees.
- The chair must be a school library media specialist at the time of the appointment. For further information on the roles and duties of the chair, *see Section II*.
- The vice-chair must be a school library media specialist at the time of appointment. For further information on the roles and duties of the vice- chair, *see Section III*.
- The South Carolina State Library Children's/Youth Services Consultant, the Library Media Consultant of the South Carolina State Department of Education, and the SCASL President are *ex-officio* members of all book award level committees and should be sent a copy of all mailings.

C. Attendance

- Members will attend four Columbia-area meetings each year in addition to the orientation meeting at the annual conference. The first meeting is in March at the Annual Conference. The next three meetings (May, August, and October) are evaluation meetings. The final meeting in December is to develop and edit the *Book Award Nominee Resources* and to distribute consideration copies to members.
- Members will attend the SCASL conference, present at the appropriate book talk sessions, and work in the SCASL store.
- If a member cannot be in attendance at one of the meetings, she/he will be expected to submit votes to the committee chair/vice-chair for inclusion in the voting process.
- Members who miss more than one meeting are automatically removed from the committee.

D. Duties

- Preparation of consideration list
 - Members submit twelve book titles for the next year's consideration list with at least two positive book reviews and **NO NEGATIVE REVIEWS** from reputable reviewing sources. Suggested reviewing sources include: *Horn Book*, *Booklist*, *New York Times Book Review*, *Bulletin of Center for Children's Books*, *School Library Journal*, *Kirkus*, and *Book Report*. Book titles and reviews should be submitted to the vice-chair.
 - Five of the twelve titles are requested at the May meeting, three additional ones are requested by the August meeting, and the remaining submissions are requested by the October meeting.
 - Titles to be considered are nominated primarily by members of the book award committees, but nominations are sought from anyone interested in encouraging students to read. Students, teachers, media specialists, and parents are encouraged to submit titles for consideration. Publishers and authors may not submit titles for consideration.
 - Consideration lists should contain no more than the following number of titles: PBA- 200, CBA-150, JBA-125, and YABA-100. Each consideration list should reflect the best available in current children's and young adult literature and should include a variety of genres.
 - To be included on the consideration list, a book must also meet the *Criteria for Selection of Consideration Books*. (Attachment A)
- Selection of Nominee books
 - A list of books under consideration will be distributed to committee members at the March meeting.
 - Consideration copies will be distributed to committee members at each meeting. Members should record books checked out and give the list to the vice-chair of their committee. Books should be returned to the vice-chair at the following meeting. Consideration copies will be distributed to members at the December meeting following the completion of committee duties.
 - Members are encouraged to read one-third of the books on the consideration list by the May meeting; at least two-thirds more by the August meeting, and the final third by the October meeting.
 - Use of a book evaluation rubric is encouraged as books are read. (Attachment B)
 - Committee members will narrow the consideration list to twenty titles and five alternate titles. Voting procedures should be followed at each voting meeting. (Attachment C)
- Book Award Nominee Resources
 - At the December meeting, committee members will submit entries for the committee's *Book Award Nominee Activity Guide* to the committee's chair.
 - Committee members will use a template provided in the orientation packet to complete entries. (Attachment E)
- SCASL Conference
 - Committee members will present a book talk for at least one book at the annual SCASL conference.
 - Committee members will volunteer a minimum of 1 shift in the conference store.
 - It is the chair's responsibility to present for a member of the committee if something should prevent member's participation.

Section VI: Guidelines for School Participation

A. Students

- Participation in the Book Award program is open to all students who attend South Carolina public and private schools in grades 4k-12.
- Older students may read from early in the school year until the voting date which will be published in the *Media Center Messenger* and online.
- Younger students do best if reading is done the last few months before voting.

B. Sponsor

- It is suggested that the school media specialist be the sponsor of the book award program in a school; however, any teacher or administrator may act as sponsor. In order for the program to work best for students, the sponsor should prepare by assuring that the following items are completed:
 - The sponsor should secure the support and authorization of the principal.
 - The sponsor should provide information about participating in the award program to teachers and students.
 - The sponsor should read the books to determine if each is acceptable by the school's book selection policy.
- The sponsor should encourage reading by selecting the best list or combination of lists to serve his/her school.
- Schools are encouraged to purchase at least 50% of the titles on each list in order to participate.
- Students participating in the Picture and/or Children's Book Award should read a minimum of five books from a list in order to vote.
- Students participating in the Junior and Young Adult Book Award Programs should read a minimum of three books from a list in order to vote.
- Each child has one vote in each of the categories.

All votes (not just the school winner) should be submitted by the specified date. The SCASL website includes a voting form and tally sheets for use by participants.

Attachment A: Criteria for Selection of Consideration Books

1. Books may be fiction or nonfiction and must be original works. In order to include the genre of folk and fairy tales, the committees may use their discretion in determining if a retelling is appropriate.
2. No ALA Youth Media Award winners will be considered, which includes John Newbery Medal, Randolph Caldecott Medal, Coretta Scott King (Author) Book Award, Coretta Scott King (Illustrator) Book Award, Michael L. Printz Award, Schneider Family Book Award, Mildred L. Batchelder Award, Pura Belpre (Book) Award, Pura Belpre (Illustrator) Award, Robert E. Siebert Informational Book Award, Stonewall Book Award, Theodor Seuss Geisel Award, William C. Morris Award, and YALSA Award for Excellence in Nonfiction for Young Adults. Honor books may be considered.
3. The books should have good literary qualities (plot, characterization, narration, style, etc.). Titles should reflect a balance in terms of genre.
4. Only books by authors residing in the United States at the time of nomination are eligible.
5. Books included on each list should have appropriate reviews for the specified grades and interest level. It is recommended that age of characters be considered as one of the criteria for selection.
6. Books under consideration must have a copyright date of the present year or the subsequent year.
7. Each title on the consideration list must have at least two positive reviews and NO NEGATIVE REVIEWS from reputable reviewing sources.
8. Only one title by an author will be included each year on each book award final list. **There will be a three-year wait for an author's book to appear on any nominee list after that author has won any two South Carolina Book Awards.**
9. Every book need not be judged appropriate for each grade level, but books will be included for grades **4k-3 (Picture), 3-6 (Children's), 6-9 (Junior) and 9-12 (Young Adult).**
10. Members should remember that these lists are being endorsed by SCASL as quality reading for that year, keeping in mind the appropriateness for all students in South Carolina.

Attachment B: Rubrics for Judging Consideration Titles

Rubric for Grades 3-12

	1	2	3	4	5	6	7	8	9
Characterization: Is it credible, multidimensional, memorable?									
Plot: Is there action, conflict, suspense, climax?									
Point of View: Is it effective?									
Setting: How effective are setting, imagery, figurative language?									
Theme: Is it age appropriate? Does it emerge naturally?									
Rate this book in comparison to other consideration books?									

Rating Scale

9 - Excellent – the best	6 - Above average	3 - Below Average
8 - Outstanding	5 - Very Good	2 - Unsatisfactory
7 - Exemplary	4 - Average	1 - Unacceptable

Picture Book Rubric – K – 2

	1	2	3	4	5	6	7	8	9
Text: Is story interesting? Unforgettable?									
Characters well developed?									
Appeal to children? Understandable?									
Illustrations: Set mood? Enrich Story?									
Rate in comparison with other consideration titles.									

Attachment C: Voting Procedures

A. First Voting Meeting – May

1. In order for a title to be voted on, at least six committee members must have read the book. Books may, however, be eliminated at this stage by three or more members when they are deemed unacceptable. Members should bring documentation to support the elimination recommendation.
2. Vote will be Yes or No.
3. Sixty (60) percent must vote in favor for retention.
4. If fewer than sixty (60) percent vote in favor, the book is deleted from list.
5. It is recommended that one-third of list be cut at the May meeting.

B. Second Voting Meeting - August

1. Eight members must have read title in order to vote.
2. Vote will be Yes or No
3. Sixty (60) percent must vote yes for retention.
4. It is recommended that two-thirds of original list be cut.

C. Third (final) Voting Meeting – October

1. Prior to the October meeting, members should consider the remaining books and assign the highest rating of nine to twenty or fewer titles. All other books should receive a lower number.
2. Initial voting will be done without discussion of books.
3. Members who have read the book will give a score of one to nine, with nine being the best.
4. Eight members must have read the title in order to vote. If fewer members have read a title, that book is eliminated.
5. Following the initial voting, a list of books with scores of nine, eight, seven, etc. will be created for members to see. Members will discuss each title to insure that stated guidelines are being met. This process will continue until twenty books plus five alternates are listed by highest to lowest score. Members will then look at the final list to determine if it is the best combination of books for the nominee list.

D. Absentee Voting – All Voting Meetings

If a member cannot be in attendance at one of the meetings, she/he will be expected to submit votes to the committee chair/vice-chair for inclusion in the voting process.

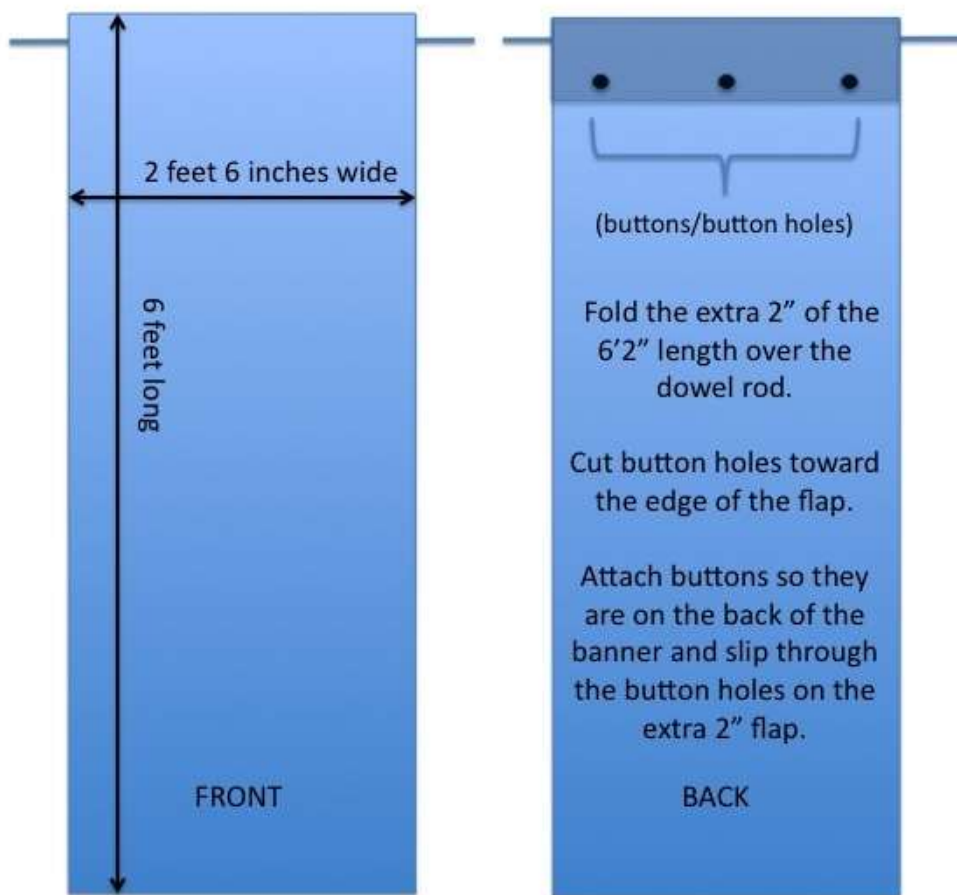
Note: Each book must be checked to determine compliance with the guidelines, and the SCASL Board of Directors must approve each list. Committee members will be notified of any changes. The list will be released after ALA Youth Media Awards are announced at ALA Midwinter. Members are required not to share the list until announced.

Attachment D: Guidelines for Banner Program of the SC Book Awards

Directions include:

1. The banner must represent a Book Award Nominee for the current year.
2. It must measure 2'6" X 6'2", to be hung vertically.
3. It must be made from cloth and have a 2" pocket on the top for the insertion of a dowel rod plus three button holes through this pocket for alternative hanging methods.
4. The book title and author's name must be on the front of the banner.
5. No food is to be attached to the banners.
6. Any large, bulky or heavy decorations must be securely attached. If they are not, the banner will not be hung for safety reasons.
7. In order to identify the banner and assist the judges, place a 3" X 5" card **in each** of the lower back corners of the banner. The following information should be included on each card:

Title of the Book
School – name and mailing address
Name(s) of the designer (individual or group)
Category (Picture, Children's, Junior, Young Adult)
School Media Specialist's name and email address



Judging of Banners

Please review the Book Award Banner Judging Rubric for specific details judges will be looking for when reviewing the banners. Each banner will be judged on the authenticity of the art as it relates to the book as well as on the artistic quality of the banner. All artwork must be the original work of the child(ren) involved. The banner must be a student project. Adult input should be advisory in nature and kept to the minimum required by the age group participating.

Certificates of participation will be available on-line to each participating school at www.scasl.net. In addition, a ribbon for first, second and third place in each category will be awarded at conference and a prize of \$100.00 will be awarded to the first place winner in each category; \$75.00 will be awarded to the second place winner in each category; and \$50.00 will be awarded to the third place winner in each category. The award checks will be sent to the school media specialist unless otherwise requested.

A school may win only one first place award but may receive other award levels. Schools may only submit one banner per judging category to the banner competition. Schools may only submit banners in categories in which they are qualified to vote (i.e. a k4 – 5 grade school may be participating in PBA and CBA, and therefore may have two banners in the competition, one at each category level).

South Carolina Book Award Program Banner Judging Rubric



Category: PBA CBA JBA YABA

School Name: _____

Judge's Name: _____

Banner # _____

Media Specialist: _____

Book Title: _____

Criteria	0	1	2	3	Points
Banner Dimensions	Banner did not meet requirements for submission	Banner was noticeably larger or smaller than the required 2'6" wide by 6' long as required.	Banner showed a little variance from specified size.	Banner was exactly 2'6" wide by 6' long and prepared to hang vertically.	
Book Title and Author's Name Incorporated	Book title and/or author's name omitted from the banner design.	Book title and/or author's name illegible or misspelled.	Book title and/or author's name correct but detracts from overall banner presentation.	Book title and author's name incorporated into the design of the banner.	
Authenticity of Banner Artwork as Related to Book Content	Banner design does not have any relation to the theme(s) represented in the book OR banner is a reproduction of the book's cover art.	Banner design marginally related to a theme or character in the book OR is similar to the book's cover art.	Banner design relates well to the theme(s) of the book it represents.	Banner is an exceptional and authentic representation of theme(s) in the book it represents.	
Artistic Quality	Very little artistic quality.	Attempted but below average artistic quality.	Good artistic quality.	Exceptional artistic quality.	
Overall Creativity	Very little evidence of creativity.	Theme(s) of book underrepresented but some elements of design present. Lack creativity in choice and use of materials.	Book theme(s) and elements of design paired with creative choice and use of materials with average overall effect.	Exceptional overall creative quality. Original representation of book theme(s), creative use of materials and elements of design combine for high level of impact.	
Total ->					

Attachment E: Book Award Resource Guide Template

General directions for formatting:

1. Use Times New Roman font.
2. All captions should be 14 point.
3. Text should be 12 point.
4. Be consistent in format. Use phrases OR complete sentences. Please don't mix them.
5. Check every link on websites to ensure that none lead to an inappropriate site.

NOTE: Failure to follow this format will result in the omission of your activity in the *Book Award Nominee Resources*.

The activity guide is mandatory for committees to produce, however this is under revision this year

Title (14pt. Times New Roman, Bold)
Author (first name, last name – 12 pt.)
Publisher, year of publication
of pages

SUMMARY: (14 pt.)
(12 pt.)

IF YOU LIKED THIS BOOK, TRY... (14 pt.)
Title, Author (Italicize book titles in this section.) (12 pt.)

WEBSITES: (14 pt.)
Name of website, URL, and short description (12 pt.)

BOOKTALK: (14 pt.)
(12 pt.)

Prepared by: (12 pt.)
Your name, school name, email address

SCASL Book Award Media Content Guidelines

OPTIONAL PROMOTIONAL MATERIALS

The following is a guide to follow in creating PowerPoint's, Prezis, brochures, documents, and any other media that will be shared from the SCASL Book Award Committees. The list is in no certain order.

- **SIZE MATTERS**

- Please ensure the file size for the finished product is no larger than 2MB. This can be an issue with high quality photos, particularly book cover images used for brochures, PowerPoints, and other file types shared.
- Compress the images to stay within the size limitations.
- If your content is larger than 2MB, plan to host them elsewhere, and provide SCASL with a valid URL that can be shared for users to download. Make sure to clearly post the files size.

- **FILE TYPES**

- Most South Carolina Schools have access to the Microsoft Office package. Publisher, while popular, is not in every school. Please provide both the Office document formats and a PDF copy of all printable media to ensure everyone can use the content.

- **ONLINE MEDIA**

- Some may want to create online media (i.e. Prezi, YouTubes, Animotos, etc.)
- Provide an active link to these files. SCASL will need the original "long" url as well as a shortened one, as some districts filter out shortened web addresses. Bit.ly or Google's shorteners are good options for shortening long URLs. <http://bitly.com/> <http://goo.gl/>
- If social networking tags or hashtags can be added, use **#SCASL##** to tag searching.
- Ensure that the creator/author's settings and permissions allow for embedding and sharing.
- Slideshare is an option for uploading <http://www.slideshare.net/> Powerpoints and PDFs; if it is used, make sure the settings are marked for allowing a download on the visitor's part.
- Audio files made for book award podcasts must be in the mp3 format.

- **MAKE IT SHARABLE**

- Provide citations for any content used that comes with a copyright, and license the work purposefully for sharing. A creative commons share/share alike license allows all users to freely download and reuse in their teaching context.
- Visit <http://creativecommons.org/> to learn about licensing content for sharing purposes.
- All content must have a creative commons license logo like the one below with the SCASL attribution.
- This licenses image can be generated at the Creative Commons website by selecting "no" to commercial use, "yes" to modifications, Attribute work to name "SCASL", and Attribute work to name "SCASL.net"



- Here's a preview of how your license will appear on your site:

This work by SCASL is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](http://creativecommons.org/licenses/by-nc-sa/3.0/).

Permissions beyond the scope of this license may be available at SCASL.net.

Web code for online use:

```
<a rel="license" href="http://creativecommons.org/licenses/by-nc-sa/3.0/"><img alt="Creative Commons
```

Attachment F

South Carolina Book Award Committees Co-Chair Application/Contract

Name: _____

Home Address: _____

Home Phone: _____

Home Email: _____

School/Work Address: _____

School Email: _____

School Phone: _____

School Fax: _____

Preferred method of contact is home { } school { }

I have previously served SCASL as a member of the book award committee for:

{ } Picture { } Children's { } Junior { } Young Adult during the years (please list):

I agree to attend a session at conference. I am aware that as the Book Award Committees Co-Chair, my responsibilities include:

1. Maintaining current membership in SCASL.
2. Assisting Executive Board Representative in all duties.
3. Attending four committee meetings in the Columbia area.

Printed Name: _____

Signature: _____

Date: _____

On the back of this page, write a brief paragraph on why you are interested in serving and what experiences you have had to qualify you as the Co-Chair of this committee.

Please submit your application to the current EBR for consideration.

Attachment G

South Carolina Book Award Committee Vice-Chair Application Contract for { } Picture Book { } Children's { } Junior { } Young Adult Committee

Name: _____

Home Address: _____

Home Phone: _____

Home Email: _____

School/Work Address: _____

School Email: _____

School Phone: _____

School Fax: _____

Preferred method of contact is home { } school { }

I have previously served SCASL as a member of the book award committee for:
{ } Picture { } Children's { } Junior { } Young Adult during the years (please list):

I agree to attend a session at conference. I am aware that as the Book Award Committee Co-Chair, my responsibilities include:

1. Maintaining current membership in SCASL.
2. Assisting the Book Award Committee Chair in all duties.
3. Keeping a roster of committee attendance for all committee meetings.
4. Keeping tally of votes with comments from members.
5. Preparing and keeping a record of all consideration copies checked out by members.
6. Collecting consideration copies at the beginning of each meeting.
7. Collecting and keeping copies of books eliminated and those not checked out to be distributed at the December meeting.
8. Collecting suggestions from members at each meeting.
9. Preparing the consideration list using the template provided by the EBR.
10. Checking each title before adding it to the consideration list to determine if it meets the Criteria for Selection.
11. Keeping an alphabetized copy of all reviews submitted for one year.
12. Sending a final consideration list to the EBR.
13. Setting up a spreadsheet for recording votes.
14. Maintaining a stable email account during the time of office.
15. attending four committee meetings in the Columbia area.

Printed Name: _____

Signature: _____

Date: _____

Attachment H

Please write a brief paragraph on why you are interested in serving and what experiences you have had to qualify you as the vice-chair of the _____ committee.

[illegible]

Mail or email application contract to:

Please submit your application to the current EBR for consideration.

FOR IMMEDIATE RELEASE

2016 South Carolina Book Award Winners Announced

COLUMBIA, SC, March 6, 2016 – The 2016 South Carolina Book Award Winners were announced this Friday to attendees at the 41st Annual South Carolina Association of School Librarians conference held at the Hilton Myrtle Beach Resort and Conference Center. The students of South Carolina have chosen:

- Picture Book Award: *The Day the Crayons Quit* by Drew Daywalt, published by Philomel Books
- Children's Book Award: *Duke* by Kirby Larson, published by Scholastic Press
- Junior Book Award: *Prisoner B-3087* by Alan Gratz, published by Scholastic Press
- Young Adult Book Award: *The 5th Wave* by Rick Yancey, published by Speak, an imprint of Penguin Group (USA)

Since 1976 when sixteen schools participated, the book award program has expanded to include more than 500 schools and more than 60,000 students participating in the program.

The South Carolina Book Award program includes a vetting process for each of the four levels of books. Committees composed of school librarians, public librarians, teachers, parents, and students prepare a list of 20 books for each level. Students who have read a minimum of three books (five books for picture book level) vote in February each year for the book they feel is the best. The winning authors are honored at the association's annual conference held each March.

The South Carolina Book Award program was honored for its impact on literacy by the South Carolina Center for Children's Books and Literacy at the University of South Carolina in 2012 when the program was named a Literacy Leader.

The South Carolina Association of School Librarians provides an advocacy voice for the school library profession, working tirelessly to equip librarians with tools useful in convincing decisions makers to recognize the school librarian and school library program as a significant factor in daily impacting learning and increasing student achievement.

Contact Information:

Julie N. Hornick, Chair
2015-16 Book Awards Program
book.awards@scasl.net

Jennifer Tazerouti, President
South Carolina Association of School Librarians
president@scasl.net

Attachment I

(see Book Trailer guidelines and Rubric.pdf for current document).