

## **SELECTION PROCEDURES For the Volunteer State Book Award**

1. Selection Committee Chair should contact committee members with selection guidelines and submission dates for nominated titles in August and include the following:

### **Selection Guidelines**

- Books may be fiction or nonfiction.
- Must be appropriate for the grade level targeted.
- Only one title of any one author will be included on any grade level list.
- It is acceptable to have appropriate titles on multiple lists.
- Only titles published during the three years prior to the year of voting are eligible.
- Only books by authors residing in the United States are eligible.
- Textbooks, anthologies, translations, and books from foreign publishers are not eligible. Titles from vanity publishers or that have been self-published are not eligible. Titles that are available only in digital format are not eligible.
- Must consider the sincerity of the author and respect for the intended audience.
- Ask yourself – Would you be pleased for this title were chosen to be the winner?
- Inclusion on a local school reading list does not preclude a title from being considered.

### **Nomination form**

Submission dates:

- September 15
- November 15
- February 15
  - Tentative plans for the spring selection meeting to be held during the annual TLA conference or at some other designated time and place.
  - After each submission date, the selection committee chair will compile all nominated titles and distribute the lists to committee members and the co-chairs. At this time, committee members will also be reminded of the next submission date.
  - Selection committee members who do not submit titles for consideration by the second nominations date (November 15) may be dropped from the committee and may be replaced by the selection committee chair.
  - After the February 15 submission date, the selection committee chairs will distribute the last compilation of nominated titles along with a ballot listing all nominated titles and the rating instrument to all committee members. The committee members should be instructed to mark their ballots using this rating instrument and bring them to the final selection committee meeting or mail them to the chair if unable to attend. Notify the co-chairs of the time and place of the final selection committee meeting.

**Conduct the final selection meeting as follows:**

- Five readers must have rated a title for it to be further considered
- Use the scoring method provided to determine the preliminary list of 20 or 25 titles.
- Discuss the preliminary list and check again for:
  - Author eligibility
  - Copyright date
  - Literary merit
  - Variety of genres
  - Multicultural appeal
  - Variety of reading levels
  - Appropriateness for age group
- Adjust final list if necessary by using the next highest rated titles.
- Discuss and adjust until the committee is satisfied with the list.
- Submit copies of list and ballots to each co-chair with the following information about each title in e-mail in a “Word” file within one week after the final selection committee meeting:
  - Author
  - Title
  - Publisher
  - Copyright