

South Carolina Book Award Handbook



2025-2026

Meeting Dates:

May 3, 2025
August 9, 2025
October 4, 2025
December 6, 2025
SCASL Conference: March 18-20, 2026

Meeting Location:

White Knoll Middle School
116 White Knoll Way
West Columbia, SC 29170

Meetings ARE NOT open to the public.



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

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

Table of Contents

Purpose and Brief History of Book Awards	3
Section I: Executive Board Representative (EBR)	4
Timeline for EBR	7
Section II: Book Award Committee Vice-Chair	8
Section III: Book Award Level Committee Chair	9
Section IV: Book Award Level Committee Vice-Chair	10
Section V: Book Award Committee Member	11
Section VI: Guidelines for School Participation	13
Attachment A: Criteria for Selection of Consideration Books	14
Attachment B: Rubric for Judging Consideration Titles	15
Attachment C: Voting Procedures	16
Attachment D: Guidelines for Banner Program of the SC Book Awards	17
Judging of Banners, Banner Judging Rubric, Banner Disqualification Notification, SCASL Conference – Book Award Banner Committee	
SCASL Book Award Media Content Guidelines	22
Attachment F: SC Book Award Committees Vice-Chair Application/Contract	23
Attachment G: SC Book Award Committee Level Vice-Chair Application/Contract	24
Attachment H: Sample Press Release	25
Attachment I: Book Trailer Guidelines & Judging of Book Trailers	26
Book Trailer Rubric, Book Awards: Book Trailer Disqualification Form, Submission Form for Book Trailer Entry, Photo/Video Release	
Attachment J: Bookmark Guidelines & Judging of Bookmarks	31
Judging of Bookmarks, Bookmark Judging Rubric, Bookmark Disqualification Notification, Submission Form for Bookmark Entry, Sample Bookmark Release Form	
Attachment K: Guidelines for Student Participation at Conference	37
Attachment L: SCASL Region Map	38

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 4K-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

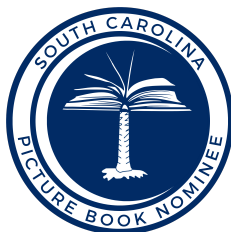
Executive Board Representative elected - Alleene Holland

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 book award 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 committee's vice-chair, the book award level committee chairs and vice-chairs.

D. Book Award Committee Meeting Procedures

- Book award level committee chairs, vice-chair, and the EBR, with final approval by the SCASL President, set the dates of all meetings.
- New members and returning members attend an orientation session at the annual conference and four Columbia area meetings. Ideally, an authority on children's literature should speak at conference or the May meeting on the evaluation of books, followed by a general orientation for committee members and distribution of consideration copies.
- The May, August, and October meetings are evaluation meetings. The December meeting is to complete resources, distribute books, and develop the following year's consideration list.

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 SCASL 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 request complimentary titles from publishers in January and write thank-you letters to each publisher as copies are received.
- The EBR will provide a consideration list/template and directions for distributing consideration copies to the vice-chair of each committee.
- The EBR will check final committee lists for title duplicates (shared titles) 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 ensure the medals are ordered and engraved (via the Executive Secretary) 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, SCASL Messenger, etc.
- The EBR will mail medal(s) to authors not attending conference.

H. SCASL Conference

- The Book Award Committee is required to create a tabletop display (if requested). The display will be manned by the chair and members during the opening conference event. The purpose of the display is to promote committee business, activities, and program; to provide topical information related to the committee; and recruit active members (if necessary).
- The EBR will ensure committee chairs have submitted a session proposal for their booktalking sessions as well as submit a proposal for the general book award session for new/prospective members.

- 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/Hostess 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 confer and coordinate with the conference local arrangements chair to appoint a Book Award Banners Chairperson to receive banners for the conference. *See pg 21- Book Awards Banners Committee section of the Conference Handbook.*
- The EBR will coordinate/appoint a Book Award Bookmark Chairperson to receive bookmarks for the conference.
- The EBR will appoint a committee to judge the banners, book trailers and bookmarks at the conference. Consideration will be given to Book Award level committee members whose school did not submit a banner or trailer for consideration.
- The EBR will confirm with the Executive Secretary that the ribbons have been purchased for the winning banners, trailers, and bookmarks.
- The EBR will submit a voucher to the PE for the contest winners for checks to be cut and given to winners at the Author Celebration Luncheon.
- The EBR will *preside* over the Book Award portion of the Author Celebration Luncheon. The EBR introduces the student presenters, announces the contest winners, and reveals the book award winners (including # of schools and students participating at each level). *See conference handbook for details.*
- The EBR will provide the local arrangements chair the number of reserved seats needed for book award committee members for the Author Luncheon.
- The EBR will write thank you notes to each author who speaks at the conference.
- The EBR will provide a press release and give to the Public Awareness Chair following the Author Luncheon.
- Immediately following conference, the EBR invites Book Award Winners (cc'ing PE and President) to attend the conference to provide "meet the author" session and accept the award at the Author Luncheon. Publishers are generally expected to cover all costs (travel & hotel). SCASL will ONLY provide hotel. *No honorarium is paid to these Book Award program-winning authors.* After initial contact, all

future communication & arrangements are made by the PE. *See conference handbook for specifics.*

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

I. Other Duties (Refer to SCASL Board Handbook)

- The EBR will attend the five regularly scheduled meetings of the Board of Directors. Minimum attendance requirement is three regular board meetings. If the EBR cannot attend, arrangements should be made for someone from the committee to attend in the EBR's absence.
- The EBR will present information and report to the Executive Board from the four Book Award Level Committees 10 days before each board meeting to include any action items. See the board handbook for the proper report format and content required.
- 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 maintain a copy of all passed motions related to the book award committee in the committee records.
- The EBR will prepare and present a Book Awards budget request for the next year.
- The EBR will attend either ALA Annual or ALA Midwinter or a similar conference as a representative of SCASL (per board approval August 2018). The EBR should notify the President as soon as possible which conference he/she (or the Vice-Chair) will be attending.
- The EBR will serve, as needed, on ad hoc committees related to the book awards. Typically, one of these includes the Conference Steering Committee.
- The EBR will keep a current email address that will be published on the SCASL network. Since the addition of MemberClicks, a book awards email has been established and the EBR is tasked with utilizing this email address as the published email and monitoring the published email.
- 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 SCASL Messenger.
- The EBR will encourage members to serve on book award committees by publishing the application link in the SCASL 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 signs all vouchers, not level chairs. Per 2017-18 board handbook, book award committee is reimbursed a flat rate of \$15 per meeting for those traveling 50 miles or more (one way) to the Columbia meetings.
- The EBR will send updates to the SCASL webmaster for the Book Award section of the website during the month of April. However, it is recommended that Book Award resources be turned over to the webmaster as soon as they are available (prior to conference).
- The EBR will assist the webmaster/IT committee to ensure that the Book Award sections of the SCASL website are up-to-date.
- The EBR will subscribe to the SCASL-LS (discussion list) in order to monitor discussions, answer questions & distribute information pertaining to book awards.
- The EBR will organize and update all book award materials prior to turning them over to the new chair.
- The EBR will print/provide two copies of reports and materials produced to give to the president and executive secretary.

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, cc'ing current chair.
- The EBR will verify SCASL membership of all members with the SCASL Executive Secretary.
- The EBR will post committee rosters to applicable MemberClicks Board Forum and maintain updated rosters.
 - The EBR will be carbon copied on any communications among committee chairs, vice-chairs, and the committee members.

L. SCASL Executive Secretary Responsibilities

1. Maintains an inventory of book award materials.
2. Receives, processes and mails out book award orders.
3. Deposits all money received.
4. Invoices purchase orders and re-bills at 30-day intervals.
5. Maintains records of type and amount of supplies sold, money received, cost of materials and mailing, and any delinquent accounts.
6. Works cooperatively with the EBR to prepare book award materials for conference sales.
7. Makes quarterly reports for the Board of Directors of book award sales and inventory.

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.
- Update Book Award Handbook & Board Handbook Section & give to SCASL president. Post handbook to website.

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 submissions for New Year.
- Discuss and provide applications to first year MS for vice-chair position.

September-October

- Plan and conduct October meeting.
- Request list of remaining titles and read as many as possible.
- Prepare and submit article for November *SCASL Messenger*.
- Collect and evaluate applications for committee vice-chair.
- Meet with present chairs to select new vice-chair.

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..
- Meet with new chairs and vice-chairs and provide guidelines.
- Recruit volunteers to handle everything related to Book Award banners for conference.
- Submit Nominee lists to SCASL Board for approval prior to January Board Meeting.

January

- Assign and notify new committee members of appointment. (Check SurveyMonkey & Google)
- Check consideration lists for duplications, Newbery/Caldecott, in print, etc. (vice-chair)
- Merge consideration lists and create nominee PDF. (vice-chair)

- Send letters to nominee (publishers and authors) with bookmark.
- Request consideration copies from publishers. (vice-chair) & ask for permission to use cover art w/ all media.
- Set meeting dates for next year (if not already done).
- 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 *SCASL Messenger*.
- Ask SCASL secretary to have medals engraved for awarding at conference.
- Ensure SCASL secretary has ordered the winning ribbons for bookmark, trailer, and banner contests.
- Make arrangements for authors at conference.
- Ask committee chairs to accompany authors at conference.
- Arrange for authority on children's literature speaker for May Book Award meeting.
- Update committee membership rosters.
- Confirm dates for Book Award meetings for upcoming year.

February

- 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

- Offer recertification documentation to members rotating off at conference.
- Prepare introduction for authors and other guests.
- Ensure banners and trailers are displayed, judged, and picked up after conference.
- Facilitate book award sessions.
- Present at Author Celebration luncheon.
- Give press release to PA Chair after Author Luncheon to send to news, ALA, SLJ, jobbers, etc.

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 winners and others.
- Prepare and submit article for April *SCASL Messenger*.
- Mail book award medal to authors not attending.
- Write thank-you note to authors who attended conference.

Section II: Book Award Committee Vice-Chair

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

A. Appointment of the Position

- The Book Award Committees vice-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 possibility of serving the following year as Executive Board Representative.

C. Timeline for Vice- Chair

June—July

- Stay in touch with the EBR during the summer.
- Assist with the planning of the August meeting.

August

- Meet with chairs and vice-chairs prior to scheduled meeting (EBR schedules).
- Provide consideration list collection form/template to vice-chairs with consent of EBR.

September—October

- Assist with the planning of the October meeting.
- Assist with the collection and evaluation of the applications for committee vice-chairs.
- Meet with present chairs to select new vice-chairs (EBR schedules).

November—December

- Assist with the planning of the December meeting.
- Set meeting dates and locations for next year's committees.
- Meet with new chairs and vice-chairs and provide guidelines (EBR schedules).

January—February

- Assign and notify new committee members of appointment with consultation of EBR. (deadline 3 weeks after conference)
- Check consideration lists for duplicates, Newbery/Caldecott, in print, etc.
- Merge consideration lists.
- Request consideration copies from publishers & ask for permission to use cover art w/ all media.
- Set meeting dates for next year (if not already done).
- Send thank-you letters to publishers as copies are received.
- Arrange for authority on children's literature speaker for May Book Award meeting.
- Update committee membership rosters.
- Confirm dates for Book Award meetings for upcoming year.

March

- Assist with ensuring banners and trailers are displayed, judged, and picked up after conference.
- Assist with facilitating book award sessions.
- Attend Author Celebration luncheon.

April—May

- Assume EBR duties for new committee year.
- Plan and conduct May Book Award meeting with the assistance as needed from outgoing EBR.
- Assist with the updating of the Book Award Handbook & Book Award Section of the Board Handbook.

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. **There can be only ONE chair per term.** The chair must be a professional SCASL member at the time of appointment

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 and 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 either in print or sent electronically prior to the meeting.
- 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
 - An annotated list of books for consideration either in print or electronically
 - 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 send an updated list to members within five days after each meeting.
- The chair will follow voting procedures for meetings, including a suggested method for voting procedures. (Attachment C)

C. Consideration List

- The chair will remind members to submit titles for consideration at each meeting according to stated guidelines. The chair will review guidelines with members when needed. As of August 2024, ensure selected book award nominees follow [SC State Department of Education regulation 43-170](#) to the extent possible.

D. Nominee List & Book Award Resources

- 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.
- The chair will ensure that members share responsibility for developing the Book Award PowerPoint, including nominee trailers.
- At the December meeting, the chair will sign up committee members to assist in editing/refining the Book Award Nominee PowerPoint, brochure, social media graphic, nominee trailer and suggested titles for next year's list. These are the minimum requirements for each committee. *See page 20 for the SCASL Media Guidelines.*

E. Conference

- The chair will submit a concurrent session proposal to the conference program chair.
- Each committee chair will prepare a multimedia presentation (ex: PPT) 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 (i.e.: brochure).
- 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.

F. 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. Either the student or chair should write this introduction.
- The student (or whomever the chair/ERB has arranged) will accept the medal for any author not attending conference.

G. 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.

Section IV: 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. There can be only ONE vice-chair per term.

The vice-chair must be a professional SCASL member at the time of appointment.

A. Assist Committee Chair

- The vice-chair will preside in the absence of the chair at committee meetings.
- The vice-chair will sit by the chair at committee meetings and keep a tally of votes with comments from members, such as recommendations for the deletion of a book.
- The vice-chair will keep a roll of committee attendance.
- 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 suggestions from members at each 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. As of August 2024, ensure selected book award nominees follow [SC State Department of Education regulation 43-170](#) to the extent possible. (Attachment A)
- The vice-chair will keep an alphabetized copy of all reviews submitted for one year.
- The vice-chair will send a final list to the EBR by December's meeting.

D. Conference

- The vice-chair will be prepared to give book talks for members not attending conference.
- The vice-chair, as the incoming chair, will attend the general book award session to meet new members and assist with the recording and distribution of any consideration copies.

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.
- The due date for applications will be two weeks after conference closes with written responses sent to applicants.
- All members on Book Award committees **MUST** be members of SCASL for the length of their service on the committee.
- Members serve a two-year term.
- Members will wait two years before reapplying to serve on any committee for a second term.
- Newcomers will be given special consideration for committees.
- Members who change schools/positions can elect to stay on their current committee OR move to the committee that matches their new level.
- All members must maintain a stable email address and answer all correspondence promptly.

B. Committee Composition

- It is recommended that the four Book Award level committees shall consist of the following:
 - Fifteen school library media specialists
 - At least two students
 - Four other members, which may include a college/university professor, an administrator, a parent, a teacher, or a public librarian.
- These are minimum numbers. Additional members may be selected from any area not to exceed twenty-five adult members. (**Exception: YABA may have up to 30 members in total per board approval Jan 2018**).
- 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

Book Award 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 professional SCASL member at the time of appointment. For further information on the roles and duties of the chair, see Section II.
- The vice-chair must be a professional SCASL member at the time of appointment. For further information on the roles and duties of the vice-chair, see Section III.
- The SCASL President is an ex-officio member of all book award level committees and should be sent copies of all mailings.

Committee Member Duties Per SCASL Board Handbook:

1. Accepts in writing or email the appointment by the committee chairperson.
2. Notifies the chairperson of the committee immediately in case of address change.
3. Attends the committee meetings and assumes a share of the total responsibility assigned to the committee.
4. Answers all correspondence promptly.
5. Understands that attendance at committee meetings and annual conference is expected.
6. Notifies the chairperson if attendance at any meeting is not possible. Expenses for committee meetings held at conference are not paid for by the association.
7. Becomes familiar with the work of the committee in its relation to the total program of SCASL.
8. Forwards committee material to the chairperson at the end of the committee term.

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 a shift 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 Columbia area meeting are automatically removed from the committee.

D. Duties

Preparation of consideration list

- Members submit six book titles for the next year's consideration list with NO NEGATIVE REVIEWS from reputable review 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.
- The titles must be from the current year, with the author residing within the United States. Duplicate titles will not count toward the member's total submissions. Three titles are recommended to be submitted 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.
- 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 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 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 PowerPoint (including book trailers) 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 one shift in the conference store.
- It is the chair and vice-chair 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 SCASL Messenger and online.
- Younger students do best if reading is done the last few months before voting.
- Students should vote only once in each of the categories for which they are eligible (PBA, CBA, JBA, or YABA).

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 a sponsor.
- In order for the program to work best for students, the sponsor should prepare by assuring that the following items are completed:
 1. The sponsor should secure support and authorization of the principal.
 2. The sponsor should provide information about participating in the award program to teachers and students.
 3. The sponsor should read the books to determine if each is acceptable by the school's book selection policy.
 4. 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 the 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.***
- Sponsors are in charge of voting at their individual schools. The process is up to the sponsor. Some schools use paper ballots, some use electronic. For example, an elementary school may choose to use paper lunch bags with a copy of the cover of the picture books displayed on them and give their students a marble to drop in the bag for the book they wish to give their vote. An elementary or middle school may create a paper form listing all of the titles (or have a picture of the titles) and have their students come in and physically fill out a form and drop it in a voting box. A high school sponsor may wish to create a SurveyMonkey (Google form or other online survey tool) and send out the link via email to students and/or place the link on their website.
- Regardless of the method you choose, all votes (not just the school winner) should be submitted by the specified date.
- At the appropriate time, a collection survey will appear on SCASL.net for you to submit your final votes for your school. This is a tally of all of the votes received for each title on the nominee list. For example:
 - Title A = 2 votes
 - Title B = 0 votes
 - Title C = 8 votes
 - and so on for all of the 20 titles on the list.

C. Sponsor

Attachment A: Criteria for Selection of Consideration Books

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 to the Book Award Board Representative.

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 Newbery or Caldecott Award winners will be considered. Honor books and other ALA Youth Media Award winners 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. This guideline does not limit the diversity of selections; current residence in the US does not equate to only considering American authors. This guideline ensures easier access to publishers for consideration copies and author attendance at conference.
5. Books included on each list should be appropriate for the specified grades and interest level while also allowing for the intellectual freedom rights of all students. It is recommended that age of characters be a consideration especially in regard to the teen years. This age appropriate level generally begins at the high end of the Junior Book category.
6. Books selected for the final nomination lists should follow the [SC State Department of Education regulation 43-170](#) to the extent possible.
7. Books under consideration must be listed in the most current edition of *Books in Print* and have a copyright date of the present year, the preceding year, or a forthcoming year. Books must be available for purchase (or pre-order) by ALA Midwinter of the reveal year.
8. Each title on the consideration list must have **NO NEGATIVE REVIEWS** from reputable reviewing sources.
9. 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.
10. Every book need not be judged appropriate for each grade level, but books will be included for grades 4K-3 (Picture), 3-5 (Children's), 6-9 (Junior) and 9-12 (Young Adult).
11. 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.

May 19, 2018:

Sequels: decision was to allow individual levels to determine how they would handle sequels and not have a global policy.

Deceased Authors: Per our guidelines, the rules state must "reside" in the US. We are interpreting that to mean they must be alive. Therefore, deceased authors cannot be on the list.

Attachment B: Rubric for Judging Consideration Titles

Rubric for Grades 3-12

	1	2		8	9
Characterization: Is it credible, multidimensional, and memorable?					
Plot: Is there action, conflict, suspense, and 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.					

Picture Book Rubric

	1	2		8	9
Text: Is story interesting? Unforgettable?					
Characters are well developed?					
Appeal to children? Understandable?					
Illustrations: Set mood? Enrich story?					
Rate this book in comparison to other consideration books.					

Rating Scale

9 - Excellent – the best

2 - Unsatisfactory

8 - Outstanding

1 - Unacceptable

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, two, eight, or 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, two, or one, will be created for members to see. Members will discuss each title to ensure 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.

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.

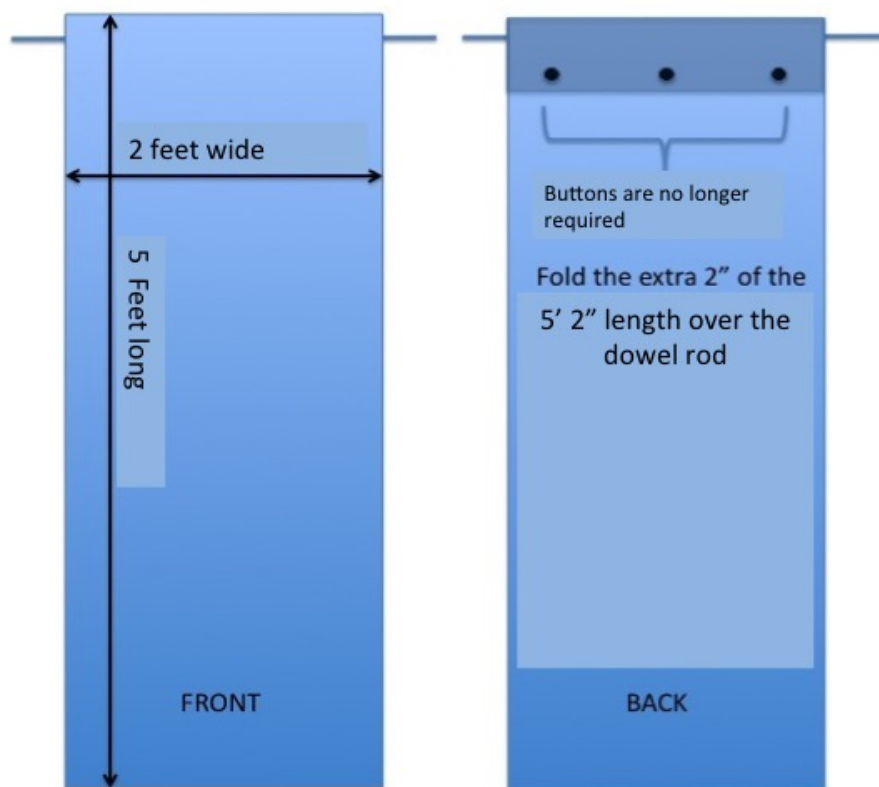
The list will be released after Newbery and Caldecott Medal winners are announced at ALA Midwinter. Members are asked to not share the list until that time.

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 feet by 5 feet 2 inches**, to be hung vertically.
3. It must be made from cloth or cloth like material (example you could use a shower curtain—it just needs to be sturdy enough that it won't tear/rip easily) and have a 2-inch pocket on the top for the insertion of a dowel rod.
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 (PBA, CBA, JBA, YABA)
 - School Media Specialist's name & email

PLEASE NOTE: Failure to follow these guidelines IN FULL will disqualify your school's entry.



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 mailed to the school media specialist unless otherwise requested. Banners will not be mailed back - they must be picked on the last day of conference.

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 4K – 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 Banner# _____

School's Name: _____ Media Specialist: _____

Judge's Name: _____ Book Title: _____

Criteria	0	1	2	3	Points
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 of creativity in choice and use of materials.	Book theme(s) and elements of design are 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.	
Banner is STUDENT Work	Clearly adult work/direction. (0 points)	Some adult input suspected. (1.5 points)		Clearly student work. (3 points)	

TOTAL POINTS: _____

Banner Disqualification Notification

Unfortunately, your banner was disqualified prior to judging due to the following reason(s):

- ☐ The banner does not represent a current Book Award Nominee.
- ☐ The banner does not follow the measurement guidelines.
- ☐ The banner is not made of cloth/cloth like material and/or have a 2" pocket for a dowel rod.
- ☐ The banner has food attached.
- ☐ The book title and/or author's name is not present on the banner.
- ☐ Other: _____

All guidelines and rubrics can be found in the Book Awards handbook for future entries. Please try again and let us know if there's anything we can do to help with the process.

Sincerely,
Book Award Banner Judging Committee

Additional Comments: _____

SCASL Conference – Book Award Banner Committee

Appointed by: Book Awards Chairperson

Composition: Chairperson appointed as noted above, committee, and judges

DUTIES: to receive the banners submitted for competition, arrange for banner judging, hang banners prior to conference. Should coordinate with the Book Awards Committee on all aspects of program.

Suggested Time	Activity	Person Responsible
8 – 9 Months Prior	Work with Book Awards Chairperson to determine deadlines, shipping address, return policy, removal time for the banner, and program rules and specifications. Determine location and any special conditions for hanging banners at conference site. Special conditions include any equipment, costs, or other considerations. Report to Local Arrangements Chairperson and PE.	Banner Chairperson
6 Months Prior	Recruit judges for competition from art teachers and members of regional art community. A member of each Book Award level committee should be appointed by the Book Awards Chairperson to serve on each level judging team. Obtain judging rubric from Book Awards Chairperson. Contact Book Awards representatives to banner committee to ensure that either copies of the book cover or posters showing covers will be present at the judging.	Banner Chairperson
Conference Set Up	Hang banners in convention center. Implement judging.	Banner Committee
During Conference	Attach ribbons to winning banners. Report winner information to Book Awards Chairperson and Local Arrangements Chairperson.	Banner Chairperson

NOTE: Decisions on banner competition timeline, submission, and rules should be determined as early as possible and be communicated to SCASL membership no later than the beginning of the school year.

NOTE: SCASL does not pay to return banners. The person submitting the banner is responsible for having it picked up at conference.

NOTE: Judging and awarding ribbons should be done ASAP to have ribbons on banners to allow attendees to see the winners prior to the Friday luncheon.

SCASL Book Award Media Content Guidelines

The following is a guide to follow in creating PowerPoints, Prezis, brochures, documents, and any other media that will be shared from the SCASL Book Award Committee.

SIZE MATTERS

Please ensure that 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 files types shared. Compress the images to stay within the size limitations. If your content is larger than 2MB, give them to the BA Chair on a USB or Google shared drive.

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

- If you create online media (ie: Prezi, YouTube, Animotos, Slideshare, etc.) provide an active link to these files.
- SCASL will need the original (long) URL. Do not send a shortened URL (Bit.ly or Google's shortener) as many districts filter those out.
- Ensure that the creator/author settings and permissions allow for embedding and sharing.
- If social networking tags or hashtags can be added, use #SCASL to tag searching.
- Audio files 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 for 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 created for SCASL Book Awards must have a creative commons license logo like the one below with the SCASL attribution:



This work by [SCASL](#) is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](#).

Web code for online use:

```
<a rel="license"
href="http://creativecommons.org/licenses/by-nc-sa/4.0/"></a><br />This work by <a
xmlns:cc="http://creativecommons.org/ns#"
href="http://www.scasl.net"
property="cc:attributionName"
rel="cc:attributionURL">SCASL </a> is licensed
under a <a rel="license"
href="http://creativecommons.org/licenses/by-nc-sa/4.0/">Creative Commons
Attribution-NonCommercial-ShareAlike 4.0
International License</a>.
```

Attachment F:

Online Application Link:

https://docs.google.com/forms/d/e/1FAIpQLScR25qlCTmWfOpS3bZ81ISutyjeUtFa8LYdYp_A5c-CoTljZQ/viewform?usp=sf_link

SC Book Award Committees Vice-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 Vice-Chair, my responsibilities include:

1. Maintaining current membership in SCASL.
2. Assisting the Executive Board Representative (ERB) 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 Vice-Chair of this committee.

Attachment G:

Online application link:

https://docs.google.com/forms/d/e/1FAIpQLSfuJluyX5qaUY-kqhuldF3avvNatm271dAS6qu8kmeINbwroQ/viewform?usp=sf_link

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

Name: _____

Home Address: _____

Home Phone: _____

Home Email: _____

School/Work Address: _____

School Email: _____

School Phone: _____

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 Vice-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 a 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 ERB.
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 ERB.
13. Setting up a spreadsheet for recording votes.
14. Maintaining a stable email account during the term in office.

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 Vice-Chair of this committee.

Attachment H: Sample Press Release

FOR IMMEDIATE RELEASE

2019-2020 South Carolina Book Award Winners Announced

COLUMBIA, SC, March 7, 2020 – The 2019-2020 South Carolina Book Award Winners were announced this afternoon to attendees at the 45th Annual South Carolina Association of School Librarians conference held at the Columbia Metropolitan Convention Center. The students of South Carolina have chosen:

- Picture Book Award: ***Creepy Pair of Underwear!*** written by Aaron Reynolds and illustrated by Peter Brown
- Children's Book Award: ***Real Friends*** by Shannon Hale
- Junior Book Award: ***Restart*** by Gordon Korman
- Young Adult Book Award: ***One of Us Is Lying*** by Karen M. McManus

Since 1976 when sixteen schools participated, the book award program has expanded to include almost 64,000 students in South Carolina 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, teachers, parents and students select 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 Association of School Librarians proudly supports its Book Awards program as an advocacy tool for the school library profession, providing school librarians, teachers, instructional coaches, parents, and district officials with a powerful literacy toolkit. The Book Awards program also provides evidence supporting how the school librarian and school library program positively impact student learning and increased student achievement.

Contact Information: Jamie Gregory, Book Award Chair, book.awards@scasl.net

Book Trailer Guidelines & Rubric

Guidelines for the Book Trailer Program of the SC Book Awards

- The Book Trailer must represent a Book Award Nominee for the current year.
- Entries must be original work created by students.
- The book title and author must be present in the trailer.
- Book trailers may not be longer than three minutes in length (shorter is better).
- Book trailer should include the book's cover (please use an original photograph of the book's cover).
- One entry per level, per school.
- Book trailers may be live action or animated (stop-motion) or simply incorporate photographs/text.
- All used music that is not self-created must be in the public domain (<http://search.creativecommons.org/>) Music that comes with a movie-making program such as iMovie, PhotoStory, or Windows Live Movie Maker may be used. The end credits must include where music originated and the reason it is free to use (ex: Song A performed by Band B was sourced from the free music in iMove; Song B performed by Person C was an original composition by Person A from ABC High School).
- All used images that are not self-created must be copyright free/creative commons/royalty free, etc. and proper citation of the image source must be appropriately cited and clearly visible at the end of the book trailer.
- Use of copyrighted materials without documented approval from copyright holder will cause disqualification. This contest does not fall under educational fair use exemptions.
- Entries will be disqualified based on inappropriate content or production.
- Entries must be uploaded to the designated location. Check the SCASL website for detailed submission instructions.
- Winners will be announced at the SCASL Conference

Judging of Book Trailers

Please review the Book Trailer Judging Rubric for specific details judges will be looking for when reviewing the book trailer videos. Each video will be judged on the authenticity of the art as it relates to the book as well as on the artistic quality of the book trailer. All book trailers must be the original work of the child(ren) involved. The book trailer 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 online to each participating school at www.scasl.net. In addition, a certificate for first, second, and third place in each category will be awarded at conference and a prize of \$100 will be awarded to the first place winner in each category; \$75 will be awarded to the second place winner; and \$50 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 video per judging category to the book trailer competition. Schools may only submit book trailers in categories in which they are qualified to vote (i.e., a K-4-5th grade school may be participating in the PBA and CBA and therefore may have two book trailers in the competition, one for each category level.)

Judges' Instructions:

Scores are based on Total Score. Entries must meet **all guidelines in full to be considered**. If disqualifying the video, indicate on the Book Trailer Rubric which guideline(s) the video did not meet.

Book Trailer Rubric

Criteria	4	3	2	1
Script-Opening	Has an opening hook that draws in the audience.	Opening is somewhat engaging.	Opening is conventional.	Opening is vague, unfocused or distracting.
Script-Story Elements	Tells enough to make the story interesting, but doesn't give away the ending. Is true to the book. All details chosen enhance the mood and purpose.	Tells enough to make the story interesting, but doesn't give away the ending. Is true to the book. Most details enhance the mood and purpose.	Attempts to include details that make the story interesting but does not convey the essence of the book.	Tells too much of the story and/or includes details that are unimportant and/or misleading about the essence of the book.
Script-Conclusion	Conclusion is totally engaging.	Conclusion is somewhat satisfying.	Conclusion is conventional.	No clear conclusion.
Sound Quality	Sound quality is clear and consistent throughout.	Sound quality is mostly consistent throughout.	Sound quality is inconsistent throughout.	Sound quality needs more attention.
Voice/Tone	If voiceover is used, the speaker seamlessly uses inflections. If no voiceover, the tone created is distinct and permeates the video to engage the audience throughout.	If voiceover is used, the speaker's quality of reading is inconsistent. If no voiceover, the tone created somewhat enhances the atmosphere that engages the audience.	If voiceover is used, the speaker is obviously using a script. If no voiceover is used an attempt was made to create a tone or atmosphere that enhances the video.	If voiceover is used, the speaker is obviously reading a script that he/she has not practiced reading. If no voiceover is used, little or no attempt was made to create an appropriate atmosphere.
Visual Story Elements-- images/animation/ claymation/etc.	Visual story elements create a distinct atmosphere or tone that enhances the video to engage the audience throughout	Visual story elements create an atmosphere or tone that somewhat enhance the video to make it engaging to the audience.	Visual story elements attempt to create an atmosphere or tone that enhance the video, but it needed more work.	Little or no attempt was made to use visual story elements to create an appropriate atmosphere/tone.

Total Score _____

Book Awards: Book Trailer Disqualification

Unfortunately, your book trailer was disqualified prior to judging due to the following reason(s):

_____ The book trailer was not submitted during the accepted entry window.

_____ The book trailer does not represent a current Book Award Nominee.

_____ The book title and/or author's name is not present in the video.

_____ The images, sound clips, and/or music were not cited.

_____ The images, sound clips, and/or music were not copyright free or given a license that was allowed for free use and distribution.

_____ The submission is not a video.

_____ Other: _____

All guidelines and rubrics can be found in the Book Awards handbook for future entries. Please try again and let us know if there's anything we can do to help with the process.

Sincerely,
Book Trailer Judging Committee

Additional Comments:

Submission Form for Book Trailer Entry

Please fill out the attached form* and include it as part of your Book Trailer Submission. *This will be available as a Google Form on the book trailer submission part of the SCASL website. It must be submitted in order for your video to be judged.

Title of Book:

School Name:

School Address:

Name of Designer(s):

Category: Picture Children Junior Young Adult

School Librarian's Name:

School Librarian's Email Address:

Provide the source(s) of the images and/or video used in your trailer. **Even if you used your own photographs, artwork, video, you MUST provide confirmation of where you obtained the images, graphics, videos used in your trailer. You must also provide the information in the end credits as part of your book trailer.*

Provide the source(s) of the music/audio used in your trailer. ***Even if you used your own voice or created your own music (or used music provided in the default editing program) you MUST provide confirmation of where you obtained the music/audio/sound effects used in your trailer. You must provide the information in the end credits as part of your book trailer.*

As the school librarian, I have confirmed this book trailer meets all the minimum requirements for submission:

- ☐ The book trailer represents a current Book Award Nominee.
- ☐ The book title and/or authors name is present in the video.
- ☐ The images, sound clips, and/or music are correctly cited.
- ☐ The images, sound clips, and/or music are copyright free or given a license that is allowed for free use and distribution.
- ☐ I understand that the Book Trailer submissions are not covered under Fair Use and all of the content used in our submission is our own work.

Photo/Video Release

Please accept this document as written permission to use any photos, recording and/or video footage submitted by the below named student as part of the South Carolina Association of School Librarians (SCASL) South Carolina Book Award Trailer Contest.

The winning Book Trailer Contest submission will be uploaded to the SCASL website and made available for school and public librarians throughout the state to promote the SC Book Award nominated books to students in South Carolina.

Student Name (printed)

Student or Parent/Guardian (if student is a minor) Signature

Date

SCASL
PO Box 2442
Columbia, SC 29202
P: (803) 492-3025
E: book.awards@scasl.net
<https://www.scasl.net>

Attachment J:

Guidelines for Bookmark Program of the SC Book Awards

Directions include:

1. The bookmark must represent a Book Award Nominee for the current year.
2. The bookmark must measure 2.5" x 8" and be on/attached to the official submission form.
3. The book title and author's name must be on the front of the bookmark. The title and author's name must be spelled correctly or will be disqualified. The bookmark should not have the student's name on it.
4. The bookmark can be created by a hand-drawing or a digital program. However, all artwork must be student's own work. Images cannot be taken from copyrighted or trademarked material (ie: Clemson Tiger, Carolina Gamecock, Pokemon, etc.) Students may also not use the images or artwork from the book's cover. The Bookmark Contest is NOT COVERED UNDER FAIR USE GUIDELINES, therefore any images/artwork must be cited, included the student's own, and permissions from non-student's work must be provided.
5. The entries will be submitted using a Google Form found on the Bookmark Contest section of the SCASL website. Print the bookmark entry form for students to complete. Then scan it when the student is finished. You will only be able to upload PDF and image files. The entry form must be completed in its entirety to avoid disqualification. The online submission form must also be completed in its entirety to avoid disqualification.
6. Media Specialist/teacher must affirm in the Bookmark Submission Form (1) that permission has been granted by the parents or guardians to use the student's name in judging and publicizing the entry, and (2) that permission has been granted by the parents or guardians for use of the entry in SCASL publications, promotions, and products. The media specialist/teacher must keep this documentation on file.
7. A school may have multiple entries, however, only one entry per student is permitted. The bookmark submission form must be completed for each individual entry.

PLEASE NOTE: Failure to follow these guidelines IN FULL will disqualify the student's entry.

Judging of Bookmarks

Please review the Book Award Bookmark Judging Rubric for specific details judges will be looking for when reviewing the bookmarks. Each bookmark will be judged on the authenticity of the art as it relates to the book as well as on the artistic quality of the bookmark. All artwork must be the original work of the student. The bookmark 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 \$50.00 will be awarded to the first place winner in each category. The award checks will be mailed 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 submit as many bookmarks as they would like, however, only one entry per student is permitted. One student may not co-create nor individually create more than one entry. The Bookmark Submission Form must be completed for each individual entry.

**South Carolina Book Award Program
Bookmark Judging Rubric**

Category: PBA CBA JBA YABA Bookmark# _____
 School's Name: _____ Media Specialist: _____
 Judge's Name: _____ Book Title: _____

Criteria	0	1	2	3	Points
Layout and Readability.	Much of the information on the bookmark is unclear or too small to read/understand.	Some of the information on the bookmark is clear/understandable.	Most of the information on the bookmark is clear.	All of the information on the bookmark is neat, clear, and understandable.	
Authenticity of Bookmark as it Relates to Book Content	Bookmark design does not have any relation to the theme(s) represented in the book OR bookmark is a reproduction of the book's cover art.	Bookmark design marginally related to a theme or character or other literary reference from the book OR is similar to the book's cover art.	Bookmark design relates well to the theme(s) or properties of the book it represents and does not reflect the book cover.	Bookmark is an exceptional and authentic representation of theme(s) in the book or literary references for 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 or originality.	Shows an attempt at originality and inventiveness.	Good attempt at originality and creativity in design.	Original and creative elemental use of design combine for high level of impact.	
Bookmark is STUDENT Work	Clearly adult work/direction. (0 points)	Some adult input suspected. (1.5 points)		Clearly student work. (3 points)	

TOTAL POINTS: _____

Bookmark Disqualification Notification

Unfortunately, your bookmark was disqualified prior to judging due to the following reason(s):

- _____ The bookmark does not represent a current Book Award Nominee.
- _____ The bookmark does not follow the measurement guidelines.
- _____ The bookmark is not made of paper and/or is not two-dimensional.
- _____ The book title and/or author's name is not present on the bookmark and/or is misspelled.
- _____ The bookmark is not student's own work.
- _____ The bookmark submission form was not submitted or completed in its entirety. See additional comments for why submission form was insufficient.
- _____ The book title and/or author's name is misspelled
- _____ The student's name appears on the bookmark.
- _____ The bookmark design is similar to the actual book cover.
- _____ Other: _____

All guidelines and rubrics can be found in the Book Awards handbook and the SCASL.net website for future entries. Please try again and let us know if there's anything we can do to help with the process.

Sincerely,
Book Award Bookmark Judging Committee

Additional Comments: _____

Book Award Bookmark Submission Form

Print form **actual size**, do not use "fit" feature in Adobe or other pdf printing program or the box will not measure 2.5"x8".

Student's Name: _____

School Name: _____

School Address: _____

District: _____

Title of Book: _____

Author of Book: _____

Category (circle one): PBA CBA JBA YABA

School Librarian's Name: _____

School Librarian's Email Address: _____

List the source(s) of the images in the bookmark. (If your own work, simply state "student's own work")* If the images, graphics, photographs were obtained from any other source, you must cite where those were taken. The bookmark contest is NOT COVERED UNDER FAIR USE guidelines! Images cannot be taken from copyrighted or trademarked material (ie: Clemson Tiger, Carolina Gamecock, Pokemon, etc.). You MUST obtain permission for any images, graphics, photographs, etc. that are used in the bookmark and are not student's own work. You may also not use the images or artwork from the cover of the book. **Use the back of the sheet if you need extra room to cite your sources.**

As the School Librarian, I have confirmed this bookmark meets all of the minimum requirements for submission:

- ☐ The bookmark represents a Book Award Nominee for the current year.
- ☐ The bookmark is drawn on the Submission Form OR if a student drew or used a digital program their submission measures 2.5" by 8" and is attached.
- ☐ The book title and author's name appears on the front of the bookmark.
- ☐ The images used are correctly cited.
- ☐ Media Specialist/teacher affirms permission has been granted by the parents or guardians to use the student's name in judging and publicizing the entry. The media specialist/teacher must keep this documentation on file.
- ☐ Media Specialist/teacher affirms permission has been granted by the parents or guardians for use of the entry in SCASL publications, promotions, and products. The media specialist/teacher must keep this documentation on file.

A school may have multiple entries; however, only one entry per student is permitted. The bookmark submission form must be completed for each individual entry.

Failure to complete the submission form IN FULL will disqualify the student's entry.

To submit entries, use the Google Form found on the SCASL website: <https://www.scasl.net/book-award-bookmarks>.

Sample Bookmark Release Form

Wagener-Salley High School / SCASL Bookmark Contest Release Form

I, the undersigned, having full authority to execute this Release on behalf of myself and on behalf of _____ (child's name) hereby grant permission to Wagener-Salley High School (hereinafter called "WSHS") and SCASL to use the following materials provided by me or on my child's behalf to WSHS/SCASL, for the purposes identified below:

- ☐ Permission for the student's name to be used in publication materials
- ☐ Permission for WSHS/SCASL to use the entry in publications, promotions, and productions

I understand that WSHS/SCASL is and shall be the exclusive owner of any and all right, title, and interest, including copyright, to any and all materials into which the aforementioned items are incorporated, except as to my preexisting rights in any of the items herein released.

Date: _____

Signature: _____

Name/Relationship: _____

Address: _____

Telephone: _____

●—————●
I, _____ (students name), declare that the above item(s) are my own original work and that any portions that have been taken from other sources were done so with the original authors permission and the work has been properly cited/documented.

Signature of Student: _____

Attachment K:

Guidelines for Student Participation at Conference

1. Student must be accompanied by a parent* (the conference cannot be a field trip: i.e.: teacher sponsor cannot bring them).
2. Parent must accompany student at all times.*
3. Student can only attend author signings and their own book award session (not general sessions).
4. Student can only attend luncheons (Author luncheon, Awards luncheon, etc.) if they purchase a ticket— only the ONE student who is presenting the Book Award Winner for each level receives a free Author Luncheon ticket.
5. Student can attend the exhibit hall during exhibit hours.
6. Special student attendance badge must be worn at all times while attending conference - this is for student's safety and benefit. Children are not allowed at our conference and the badge signifies the special status the student has to attend conference.

*It is hoped the parent is also a member of the book award committee and is registering for conference (to attend the full conference). If this is not the case, the accompanying parent does not have to register; however, they are limited to only the events the student member is allowed to attend in order to be the chaperone for their child. In order to attend additional sessions or events, the parent would need to register for conference.

No teacher, media specialist, or other adult is to take responsibility for a student who is not their own child. SCASL is not to be held liable for anyone who violates this policy.

Attachment L: SCASL Region Map

