

**Policies and Procedures Manual for Sequoyah Book Awards Committee
& Donna Norvell Book Award
Oklahoma Library Association**

Revised 2017

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History of the OLA Sequoyah Book Award

The Oklahoma Library Association honors Sequoyah for his unique achievement in creating the Cherokee syllabary, the 86 symbols representing the different sounds in the Cherokee language.

Sequoyah, Cherokee for “Lame One”, was the son of a Cherokee mother and a white trader father, and was also known by his English name, George Guess. His statue is one of the two representing Oklahoma in the U.S. Capitol in Washington, D.C. A cabin built by Sequoyah, as part of a United States government grant, still stands near Sallisaw. This grant was the first grant given for literary achievement in the United States.

The first Sequoyah Children’s Book Award was given in April 1959 at Northwestern University at Alva, Oklahoma, making this award the third oldest in the nation. The 1988, the first Sequoyah Young Adult Book Award was given. In 2008 the book award was changed to “Intermediate Award”. In 2008 a High School Award was created and was first awarded in 2010. Awards are given annually, usually as an event at the Oklahoma Library Association Annual Conference.

Donna Norvell Oklahoma Book Award History and Criteria

The Donna Norvell Book Award was established in 2005 by the Oklahoma Library Association and is given annually, with the first award given in 2006. The Donna Norvell Book Award honors a book that has made a significant contribution to the field of literature for children through second grade. This award is a librarian's choice award and is selected by the librarians who are members of the Oklahoma Library Association's Sequoyah Book Award Committee.

The award is named for Donna Norvell, Children's Consultant for the Oklahoma Department of Libraries from 1992-2004, who passed away in 2004. The award honors Donna's contributions to the development of the library profession in Oklahoma.

Criteria

- The Norvell Award will be given annually.
- The Oklahoma Library Association Sequoyah committee will administer the award.
- It must be for an original work for children in grades 2 and under.
- The winning title will be selected by the Sequoyah Committee from titles presented by the current year's Children's Reading Team.
- The Norvell Award will be announced at the same time as the winning Sequoyah Book award authors are announced.
- The award shall consist of plaque and/or medal honoring the author and illustrator.

Nomination Eligibility

- High quality in writing and illustration
- Clarity and accuracy of presentation in both text and illustrative material
- Distinctive use of language
- Excellent artistic presentation in illustration
- Stimulating presentation of concepts and ideas
- Engaging writing and illustration
- Age appropriate style of presentation
- Title considered for the award must be copyrighted one (1) year preceding the date of winner announcement.
- Titles that are self-published, published online in eBook format, and/or published by a publisher outside of the U.S. will not be considered eligible until the first year the book is available in print or distributed through a U.S. publishing house.

Reading & Administrative Teams

I. Purpose, Masterlist Intention, Challenges

The Sequoyah Book Award Committee shall be responsible for the administration of the Sequoyah and Donna Norvell Awards and the guidelines by which the Sequoyah program is developed. The Sequoyah Book Awards program encourages the students of Oklahoma to read books of literary quality. The awards honor books by authors whose primary residence is in the United States.

The Sequoyah Book Awards are selected by Oklahoma students annually. Student voting is held in schools and libraries. Students in grades three (3) through five (5) vote on the Children's Book Award. Students in grades six (6) through eight (8) vote on the Intermediate Book Award. Students in grades nine (9) through twelve (12) vote on the High School Book Award. Eligibility to vote for the Sequoyah Book Award requires all students to have read or heard at least three books from the current Masterlist.

Each Masterlist is created to appeal to children in a variety of situations, interests and reading levels. The books on the Masterlists are not intended to be an automatic recommendation of the books. Since selection policies vary, one should apply the specific guidelines to each title and purchase those titles that meet individual selection policies. The Masterlists are not to be taken as recommendations that children be encouraged or required to read every title on a particular list. Teachers and other group leaders should carefully read and consider a Masterlist title before reading it to a class or group, or assigning a title as required reading. **It is not the intention of committees that every student must read every book on each Masterlist.**

Occasionally, a person or group may comment about the inclusion of a particular title on the Masterlist. Official complaints regarding a title on the Masterlist are sent to the Association's management company. The complaint is forwarded to the Administrative Team. The Administrative chair will compose a written response to the person or group addressing the complaint, which will be shared with the administrative team.

The Reading Team is ultimately responsible for selecting titles for the Masterlists and uses the members' best judgment based on the criteria for inclusion and their experience in working with students. Once the Masterlist is created, titles will not be removed from the list, except with the consent of the Reading Team.

If a person or group wishes a Reading Team to reconsider the inclusion of a book on the Masterlist, written notification of the request should be sent to the Association's management company. A form is provided for this purpose (**Appendix p. 16**). The Association's management company will forward all completed request forms to the chair of the Administrative Team, who will forward it to the appropriate Reading Team chair. The Reading Team will carefully consider the request and will notify the Administrative Team chair, respond in writing to the

complainant. If not satisfied, the complainant may request a hearing before the OLA Executive Board.

If the Reading Team chair agrees to remove a book from the Masterlist, the chair of the Reading Team will notify the chair of the Administrative Team and the Association's management company. The Administrative Team chair will take the necessary steps to notify all concerned parties of the remove of the title from the Masterlist.

No requests for reconsideration will be accepted after March 31st.

II. Membership Volunteer Appointments

The President-elect of OLA confirms members of the Reading Teams to terms of three years. Appointees must be members of OLA, be a public librarian or a school librarian actively involved in the selection and/or purchase of materials appropriate to the age/grade requirements of the respective Reading Teams. Appointments are made in fall and the first meeting new members attend will be the all committee member meeting in May.

The Reading Teams' membership consists of no more than, and equal balance of, five school librarians, five public librarians and a library educator who serves as a consultant to the Reading Team. Team members, if at all possible, should represent diverse geographic areas of the state. Reading Team consultants will be professional librarians who reach the appropriate age/grade range of literature at the college level. Continuity of members on the Team will be assured through rotating terms of members.

Reading Teams membership begins first year May at the Sequoyah Orientation meeting and ends third year at the OLA Annual Conference.

The Administrative Team solicits names of OLA members who have volunteered to be considered for the Sequoyah Committee. The Administrative Team along with the OLA President-elect makes recommendations from the list of volunteers. The OLA President-elect sends a letter to the potential Reading Team members (**Appendix p. 19**). New appointments are made in January for terms beginning at the spring all committee members meeting. Each term is three years and will end at the all committee members meeting in May of the last year served.

The names of Reading Team members are not published without consent of the Reading Team chair. They are not listed on the OLA webpage. Names of the Administrative Team may be published on the OLA webpage. Correspondence regarding the Sequoyah Book Awards Program, questions about books on the Masterlist or other matters should be directed to the Association's management company.

III. Reading Teams: Purpose

The Reading Teams for each award select the Masterlists for the awards.

The Reading teams present programs at both the OLA Conference and OTA/Encyclo-Media and perform other tasks to help promote the awards. Attendance is mandatory at both conferences.

Reading Team members are expected to read as many books as possible from the Consideration List. The Consideration List will vary from year to year, but may exceed 150 books. Reading Team members are expected to fulfill all the duties of their assigned subcommittees. Reading Team members are expected to read 80% of the books from the Consideration List.

1. Consideration List: Preparation, Reading Expectation, Criteria, Deletion Calendar

A Consideration list of eligible titles is maintained throughout the Sequoyah year. Titles are mailed to Reading Team members from publishing companies. The Reading Team Chair-elect is in charge of the process of creating and updating the Consideration list from the titles received. Each Reading Team determines the process used for developing the Consideration list.

Eligible titles are those published between January 1 and December 31 and are copyrighted two (2) years preceding the date of winner announcement.

Reading Team members will receive titles from publishing companies beginning mid-to-late spring through late January of the following year.

Titles that have received at least two (2) favorable reviews in standard review and professional journals are considered for inclusion (**Appendix p. 20**). Committee members may nominate other books for inclusion on the Consideration list. The Consideration list is prepared and distributed to Reading Team members. The Chair of the Reading Teams may distribute the Consideration list to interested parties, especially libraries/librarians within the state.

Reading Team members are expected to read and evaluate as many books as possible from the Consideration list (at least 80%). It is expected that every book on the Consideration list will be read by at least one Reading Team member.

Eligibility

- Eligible titles are those published between January 1 and December 31 and are copyrighted two (2) years preceding the date of winner announcement.
- Titles previously published in another country are eligible only if an American edition has been published during the period of eligibility provided other criteria are met.

- Works by multiple authors or editors or combination author and illustrator resulting in a single story are eligible for the Consideration list and award.
- Titles that are self-published only in eBook format, and/or published by a publisher outside of the U.S. will not be considered eligible until the first year the book is available in print or distributed through a U.S. publishing house.
- The Reading Teams are responsible for verifying the eligibility of all nominated titles.
- Once a title has been deleted from the Consideration list, a member may request the title be reconsidered at any time before the creation of the Masterlist.

Voting Procedures for deletion of titles from a Consideration list:

- May-November (**originally September**): Three (3) members must have read the book. One (1) must approve to keep it on the list.
- December-January (**originally October-November**): Four (4) members must have read the book. Two (2) must approve to keep it on the list.
- February (Masterlist meeting): Seven (7) members must have read the books; five (5) must approve to keep it on the list.

2. Masterlist: Criteria, Deadlines

Reading Teams are responsible for the production of a Masterlist of books of literary merit and appropriateness to the age level of the students. The recommended length of a Masterlist is fifteen (15) titles. A Masterlist longer than fifteen (15) must be approved by the chair of the Administrative Team.

At the Masterlist selection meeting in February, the Reading Team will reach a consensus for the inclusion of titles on the Masterlist from the remaining eligible books.

In selecting books for the Masterlist, the reading teams evaluate the individual titles by the following criteria:

Literary merit

Originality

Factual accuracy

Clarity and readability

Age/Grade appropriateness of content & subject matter

The award may be given posthumously provided other criteria are met.

Books on the Masterlist must be copyrighted two (2) years preceding the date of the Masterlist.

Each Reading Team will submit their Masterlist to the Administrative Team by February 10 in the required format. (**Appendix p. 22**)

The new Masterlist must be released to the public by February 15 each year. Committee members will submit written annotations with the Masterlist to the Administrative Team by the end of February.

All promotional materials will be prepared by each reading team before the OLA Annual Conference each year.

3. Officers of the Reading Teams.

Each Reading Team will select a chair, a chair-elect and a secretary.

a. Chair: The Chair provides leadership in planning and executing the year's activities. The chair attends the regular meetings of the Administrative team. The Chair monitors the participation by the Reading Team members. A membership list of Reading Team members, along with their current contact information and term expiration dates is kept current by the chair, and any changes are forwarded to the Administrative Team. The Chair, with Reading Team approval, selects the Chair-elect, and announces the person selected at the annual all committee members meeting.

The Chair notifies the Association's management company, the OLA President and the Chair of the Administrative Team of changes in meeting dates, places or times.

Prior to the OLA Annual Conference and OTA/Encyclo-Media, the Chair assigns responsibilities to each Reading Team member, including, but not limited to, the following:

- Plan the award presentation(s).
- Provide local arrangements for award presentation(s).
- Provide transportation for winning author to and from airport to conference site.
- Provide a handler for the author.
- Coordinate with the Administrative chair and author's publisher to arrange an alternate date/time for award presentation if author cannot attend OLA.
- Coordinate with the Administrative chair and author's publisher to send award to author if author cannot attend OLA.
- Review procedures manual annually and recommend changes to the Administrative Team.
- Staff the Sequoyah Booth at OLA Annual Conference and OTA/Encyclo-Media.

b. Chair-elect The Chair-elect begins his/her term at the May Orientation Meeting.

The Chair-elect oversees the consideration list vote count portion of each team meeting. The Chair-elect presides in the absence of the Chair and succeeds the Chair in the event of vacancy in that office.

c. Obligation Fulfillment, Resignation, Participation Expectation

If a Reading Team member cannot fulfill his/her obligations or must resign from the team before his/her term is complete, the Reading Team chair will notify the Chair of the Sequoyah Administrative Team. If a member of the Sequoyah Committee has a change of employment status while serving, the Administrative Team will determine one of the following courses:

a) The member should fulfill his/her term, or **b)** the member should be replaced with one of the people who have volunteered to be on the Sequoyah Committee.

Replacements for a Sequoyah member should be appointed as quickly as possible.

The Reading Team Chair monitors the attendance and participation of the team members. Lack of participation by a committee member, either by non-attendance of meeting or nonfulfillment of committee obligations (i.e., miss three (3) meetings in a row), will serve as basis for replacement on the committee. Team members can meet in person or via video conference. The all member orientation May meeting and the February vote count meeting are mandatory in person.

The Reading Team chair will notify the Administrative Team chair if a member is not participating. All Sequoyah Committee members must notify their respective chairs if (s)he must miss a meeting, and submit vote and/or required assignments.

4. Role of the Library Educator/Consultant

The Library Educator/Consultant is expected to read materials from the Consideration list and attend meetings of the Reading Team and send votes to each meeting if unable to attend. In addition, the Library Educator/Consultant will provide expertise in areas of excellence, literary quality, and the appropriateness of content to the age/grade level designated. The Library Educator/Consultant is responsible for orienting new members of the reading teams to the evaluation criteria used in selecting books for the Masterlist. The Library Educator/Consultant is responsible for assisting the committee in maintaining the integrity of the list over the years and to give guidance, support and assistance to the committee in relation to concerns about any of the titles on the Consideration list.

The Library Educator/Consultant should prepare no more than a ten (10) minute enrichment presentation on a top relevant to the team. Topics can include but are not limited to: genres, types of reading formats, evaluative reading and developmental information on the age of the

intended readers, censorship and reading promotions, research supporting reading, book discussions and other activities to enhance reading enjoyment.

The Library Educator/Consultant may recommend the removal of a title from the Consideration list at any time, and insures that the final Masterlist upholds the values and reputation of the Sequoyah Book Award. The Library Educator/Consultant position is to guide the Reading Team, listen to concerns and work to come to a consensus about whether or not a book should be kept for the final list. The final list should appeal to all readers of the intended Reading Team yet be age appropriate.

The Library Educator/Consultant serves an indefinite term on the Reading Team. The Library Educator/Consultant is assumed to be on the team until he/she resigns or seeks reassignment by advising the chair of the Administrative Team of this desire. If the Library Educator/Consultant cannot or is not fulfilling his/her obligations, the Reading Team chair will notify the Chair of the Sequoyah Administrative Team. The Administrative Team will replace the Library Educator/Consultant position.

5. Publisher Liaison: Member, Duties

The Publisher Liaison is the main contact between the publishing companies and the OLA Sequoyah Reading Teams. The Publisher Liaison utilizes a working contact list of publishers and request templates to ensure books are arriving on a regular and timely basis to Reading Team members. The Publisher Liaison is required to attend the May Sequoyah Orientation Meeting each year to meet Reading Team members but is not required to attend monthly meetings of the Reading Team vote count unless an issue needs to be addressed.

The Publisher Liaison is in charge of updating the publisher contact list, relaying specific title requests from the Reading Teams to publishers, informing publishers of the award eligibility criteria, and having the option of receiving copies of titles received from publishers.

The Publisher Liaison serves an indefinite term on the Reading Team. The Publisher Liaison is assumed to be on the Reading Team until he/she resigns or seeks reassignment by advising the chair of the Administrative Team of this desire. If the Publisher Liaison cannot or is not fulfilling his/her obligations, the Reading Team chair will notify the chair of the Sequoyah Administrative Team. The Administrative Team will replace the Publisher Liaison position.

IV. Administrative Team: Membership, Duties

The Administrative Team consists of former Reading Team members, the Chair, Chair-elect, and past Chair. Other members of the Administrative Team are the Youth Services Consultant from the Oklahoma Department of Libraries (ODL), a representative of the Library Media Section of

the Oklahoma State Department of Education (SDE), a member of the OLA Marketing Committee and chairs of the Reading Teams. Continuity on the Administrative Team is assured through rotating terms of the members. Administrative Team Chair is appointed by current Administrative Team members. Administrative Team members serve a three-year term beginning the May Orientation meeting and ending at the end of the OLA fiscal year. The OLA President should be “cc”ed in all of the official correspondence of the Administrative Team.

The Administrative Chair position is rotated yearly between a school library media specialist and a public librarian.

The Administrative chair duties include:

- Promote the Sequoyah Book Awards throughout the state and encourage appropriate participation in schools and libraries.
- Notify the winning author and publisher, and work with the Reading Teams to plan the award presentation.
- Proofread all materials posted on the web page, or any materials used as promotion.
- Make transportation, hotel, and meal arrangements for winning authors in conjunction with the Reading Team chairs.
- Submit proper forms to the OLA Program Committee for OLA Annual Conference programs.
- Submit proper forms to OLA/Encyclo-Media.
- Submit the annual year-end report to the OLA President and post it to the Committee’s webpage.
- Send new Masterlists to the OLA President, OLA Marketing Committee Chair, and the OLA Web Manager.
- Notify each Reading Team chair of all the current year’s winning authors.
- Submit letters to publishers and authors notifying them of titles/authors included on the Masterlists.
- Submit permission letters to publishers for titles on the Masterlists.
- Submit new Masterlists to the Oklahoma Librarian years.
- Attend the meetings of the Administrative Team, the OLA Leadership Retreat, and the OLA Program Planning Committee.
- Submit material electronically to be posted on the OLA Sequoyah web page.

Reading Team and Donna Norvell Award winners announcement will be prepared and transmitted to OLA Web Manager by the Administrative Team by March 31st.

V. Sequoyah Web Page: Responsibilities

The Administrative Team is responsible for the content of the Sequoyah web page. The Chair-elect of the Administrative Team, or his/her designee, works with the OLA web manager to ensure the information is current and correct. The Administrative Chair-elect should follow the Sequoyah Calendar for dates when information is due.

IV. Promotional materials: Items, Logo, Product

The Sequoyah Book Award Masterlists may not be altered by individuals, schools, teachers, libraries, librarians or others. The lists must be promoted intact as selected by the Reading Teams.

Promotional materials created by the Sequoyah Committee are used to encourage and promote the Sequoyah Book Awards Program. All promotional materials must be pre-titled "Oklahoma Library Association". The materials may include, but are not limited to, the following items:

- Bookmarks, due before OLA Annual Conference
- Annotated Masterlists, due February 28
- Posters
- Brochures
- Voting procedure
- Booktalks, due two weeks before OLA Annual Conference
- Readers' Theater scripts, due two weeks before OLA Annual Conference
- Smorgasbord, due two weeks before OLA Annual Conference
- Battle of the Books questions, due May 1

The Administrative Chair is the main contact for Battle of the Books Tournament questions. The Questions/Answers Packet is sent to the requesting librarian by the Administrative Chair.

(Appendix p. 28-29).

The Administrative Team reserves the right to disapprove any promotional materials. The Sequoyah name or logo may not be used without the Administrative Team's approval. For any items approved by the Administrative Team which are sold by outside producers, OLA will receive compensation of 10% or the gross sales price for each item. This compensation may be waived at the discretion of the Administrative Team, which will determine the extent that the materials are of public service.

The Administrative Team will decide which materials will be sold, and the manner in which the materials will be marketed, with appropriate authorization by the OLA Executive Board.

All approved materials may use the OLA Sequoyah name and/or logo and may be sold by the producer or the Sequoyah Committee.

VII. Timeline of Events & Responsibilities: May-April

May

- Reading Teams announce new Chair-elects at May Orientation meeting
- Reading Teams select Secretary and necessary sub-committees
- Reading Team chairs set dates/locations for future meetings and submit to Administrative Chair, the Association's management company, and OLA President
- Reading Team Chairs submit contact list of all members to Administrative Team Chair
- Reading Teams begin consideration process
- Reading Teams Battle of the Books Questions & Answers due May
- Administrative Chair posts meeting information to Sequoyah website
- Administrative Chair submits contact list of all members to OLA President and Administrative Team
- Administrative Team reviews Sequoyah Procedures Manual and recommends changes
- Administrative Chair-elect submits paperwork for OTA/Encyclo-Media
- Administrative Team schedules and conducts all committee Member Orientation meeting

June-July

- Reading Teams continue selection process of Consideration lists
- Reading Team members submit possible titles for next year's Consideration list
- Administrative Chair submits budget to the OLA Budget Committee Chair (including *The Oklahoma Newspapers in Education*) by July 1
- Administrative Chair, Chair-elect, and past Chair attend OLA Leadership Retreat
- The Oklahoman Newspapers in Education Lesson Plans due July 31 to ODL Youth Services Consultant

August

- Reading Teams continue selection process of Consideration list
- Reading Team chairs assign duties for OTA/Encyclo-Media
- Reading Team members submit possible titles for next year's Consideration list
- Committee members register for OTA/Encyclo-Media

September

- Reading Teams continue selection process of Consideration list
- Reading Team members submit possible titles for next year's Consideration list
- Reading Team presentations at OTA/Encyclo-Media focus on read alike titles similar to books on previous Masterlists, and various other ideas for classrooms
- All committee members promote the Sequoyah Book Awards at OTA/Encyclo-Media
- All committee members solicit volunteers for the Reading Teams or the Administrative Team at OTA/Encyclo-Media and OLA Annual Conference
- Administrative Chair submits proposals for Sequoyah session(s) at OLA Conference
- Administrative Chair coordinates with OLA Bookstore for Sequoyah author presentation(s)
- Administrative Chair-elect prepares OLA Sequoyah Pre-Conference School Registration placeholder page
- Administrative Chair-elect prepares OLA Sequoyah Voting placeholder page

October-January

- Reading Teams continue selection process of consideration lists
- Reading Team members submit possible titles for next year's Consideration list
- Children's Reading Team chair notifies other Reading Teams and the Administrative Team of nominations for the Donna Norvell Award by November 30th.
- Administrative chair ensures new Sequoyah members' appointment by OLA President-elect by the end of January
- Administrative chair makes arrangements with OLA for room set-up and equipment needs, verifies parking arrangements, ensures awards are ready
- Administrative chair ensures placeholder page is uploaded to Sequoyah website for announcement of Sequoyah Book Award and Donna Norvell Award winners by or before March 31st
- Administrative chair-elect ensures reservation form for schools and libraries to attend Sequoyah Awards at OLA Annual Conference is uploaded to the Sequoyah website. Reservation form includes winning author's titles and costs.

February

- Reading Teams determine next year's Masterlists
- Reading Teams send accepted formatted Masterlists to Administrative Team by February 10th (**Appendix p. 22**)
- Reading Teams write annotations for new Masterlists due February 28th
- Reading Teams prepare for award presentations

- Children’s Reading Team Chair announces Donna Norvell Award winner to Administrative Team
- Administrative Chair opens OLA Sequoyah student voting in coordination with OLA Web Manager and ODL Youth Services Consultant, February 1
- Administrative Chair sends Masterlist format to Reading Team chairs before their February final vote count meeting **(Appendix p. 26)**
- Administrative Chair sends sample letter to committee members’ employers for those Reading Team members rotating off **(Appendix p. 33)**
- Administrative Chair sends new Masterlists to Association’s management company, OLA President, OLA Marketing Committee, the OLA Web Manager and the *Oklahoma Librarian*
- Administrative Chair submits article to the *Oklahoma Librarian* announcing new Masterlists
- Administrative Team notifies the author and publisher of each book on the new Masterlists and requests permission for promotional materials, print and web versions **(Appendix p. 24)**. Copies of the new Masterlists are included in letters to publishers and authors
- Administrative Team begins work on the Oklahoman Newspapers in Education Lesson Plans due July 31

March-April

- Reading Team members submit next year’s Consideration list to State Department of Education, Oklahoma Department of Libraries, and Administrative Team
- Reading Teams prepare promotional materials to promote Masterlists at the OLA Annual Conference (see VI. Promotional Materials: Items, Logo, Product)
- Reading Team promotional materials due to Administrative Team two (2) weeks before OLA Annual Conference and uploaded to the Sequoyah website
- Reading Teams prepare for award presentations
- Reading Teams present conference programs on the new Masterlists. Presentations include a brief overview of the Sequoyah Book Awards Program as a whole.
- Reading Team Chairs submit OLA booth schedule to Administrative Chair one week prior to conference.
- Reading Team Chairs confirm hospitality arrangements for authors (transportation to and from airport, to hotel, meals, and other activities)
- Administrative Chair closes student voting in coordination with OLA Web Manager and ODL Youth Services Consultant, March 15

- Administrative Team plans OLA Annual Conference with Sequoyah presentations and award program(s)
- Administrative Team ensures duties for award presentations are assigned and confirmed
- Administrative Chair submits annual committee report to President and posts it to the webpage.
- Administrative Team prepares and transmits Reading Team and Donna Norvell winners to OLA Web Manager
- Administrative Team prepares and provides Reading Team and Donna Norvell winners' information at OLA Annual Conference
- Student voting closes March 15
- Winners will be announced by or before March 31
- All committee members attend OLA Annual conference

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Request for Reconsideration of a Sequoyah Book Award Masterlist Title

Please complete this form. It will be carefully considered by the appropriate Reading Team. You will be notified, in writing, of the Reading Team's decision.

No requests for reconsideration will be accepted after February 15. The voting deadline of March 31 precludes the removal of a title from a Masterlist during the voting process.

Children's Masterlist Intermediate Masterlist High School Masterlist

Author:

Title:

Please state your concerns about this book. Please be specific and cite page numbers. Use the back of the form if necessary.

Did you read the entire book? Yes No

If no, what parts did you read?

The reverse side of this form may be used for additional comments.

Your name:

Address:

City:

State:

Zip:

Email address:

Return this completed form to:

Oklahoma Library Association 1190 Meramec Station Road, Suite 207, Ballwin, MO 63021-6902

Letter from OLA President-Elect to Potential Reading Team member

Dear [Name],

I am pleased to inform you that you have been selected for the [Children's, Intermediate, High School] Sequoyah Reading Team.

As a Reading Team member you must be an Oklahoma school or public librarian actively involved in the selection and/or purchase of materials appropriate to the age/grade requirements of the respective committees.

You must have a yearly membership with the Oklahoma Library Association.

Read and evaluate as many books as possible from the Consideration list. Members are asked to read at least 80% of the list, an average of 2 books a week.

There is required attendance at the spring OLA Annual Conference each year, a minimum of 1 day, and required attendance at OTA/Encyclo-Media each year, a minimum of 1 day.

This is a three (3)-year commitment for all Reading Team members with required attendance at regularly scheduled (usually monthly) Reading Team meetings. Your three (3) year term begins with the May Orientation Meeting, May [year], and will conclude at OLA Annual Conference in [Year].

Travel days in one year including monthly meetings and conferences are nine (9) travel days total; seven (7) during the school year.

I ask that you confirm with your supervisor that you will be able to serve on this committee for the next three years. Once you have approval, I will notify the Sequoyah Administrative Chair-elect. You will receive a welcome letter from [Name], who is the [Children's, Intermediate, High School] Reading Team Chair-elect.

If you agree to all of the above, please respond by [date].

Congratulations and I look forward to hearing from you.

[Your Name]
OLA President-elect
[Library]
[Street address]
[City, State, Zip]
[Phone]

[Email]

Letter from Reading Team Chair-elect to New Reading Team members

Congratulations!

Thank you for volunteering to be a member of the [[Children's, Intermediate, High School] Reading Team. As your Reading Team Chair if you have any questions or concerns throughout the year please do not hesitate to call or email me.

Your three (3) year term begins with the May Orientation Meeting [date, time and place] and will conclude at OLA Annual Conference in [year].

Reading

We have 45 weeks until the February vote count meeting so here is a breakdown of the average number of books you should be reading each weekend (based on reading 80% of the list). Please get a head start on reading as you will hold your first vote count at the May Orientation meeting. Attendance at the meeting is required.

Children's – 3-4 books per week

Intermediate – 3 books per week

High school – 3 books per week

As you are reading, please keep the selection criteria in mind: literary merit, originality, timelessness, factual accuracy, clarity and readability, and age-grade appropriateness. Vote count meetings are a great time to discuss the books you have read so far and talk with your peers about the selection criteria for the books. As a member of the Reading Team you will receive books directly from publishers at your preferred address. Keep notes on the books you read. You will not remember the book you read today when it comes time to create the Masterlist next February!

I have attached a copy of the Sequoyah Policies and Procedures Manual to help you become familiar with the Reading Team's work and duties. We will be covering much of this information at our first meeting in May.

It is expected that you attend (in person or virtual) all of the Reading Team's meetings, participate in our book talk programs at OLA Annual and OTA/Encyclo-Media Conferences

(beginning in the fall), and write annotations, book talks, smorgasbords, and Battle of the Book questions for titles on the Masterlists.

If you cannot attend a meeting, you are expected to notify me that you will not be there. You are also expected to send your votes to me at least one day prior to the meeting.

Administrative Team

The Administrative Team consists of former Reading Team members for the Chair, Chair-elect, and past Chair. Other members of the Administrative Team are the Youth Services Consultant from the Oklahoma Department of Libraries (ODL), a representative of the Library Media Section of the Oklahoma State Department of Education (SDE), a member of the OLA Marketing Committee and chairs of the Reading Teams.

I will attend the Administrative Team meetings every few months and will report back to you on OLA news, Sequoyah Administrative news, and Sequoyah promotion news.

Meeting

We will have a May Orientation Meeting [Date at Location from Time]. The first half of the meeting will be run by the Administrative Team – we will go over the Procedures Manual, criteria to consider while reading, examples of what a team meeting might look like, etc. I am attaching the Procedures Manual for your information. The second half of the meeting you will meet with your team and set meeting dates for the rest of the year.

You will also hold your first vote count at this time. Please make sure you bring your calendar so you can help set dates for the meetings (school librarians, you may want to bring your school calendar, too). The meeting is mandatory and in-person. **If you are unable to attend the meeting, please let me know as soon as possible.**

[Year] Sequoyah Winners will be announced March 31st via social media, the *Oklahoma Newspapers in Education*, and email blasts.

OLA Annual Conference

You are not required to attend this year, but if you are interested, here is the schedule of Sequoyah events.

This year's conference is [Date at the Location in City]. Children's winning author, [Author's name], Intermediate winning author, [Author's name], and High School winning author, [Author's name] will be at conference this year!

[Add Sequoyah program sessions, date, session names, times. Include book signings and costs for the Sequoyah luncheon.]

Please feel free to contact me with any questions you might have. Many of your questions will most likely be answered at the May meeting but I am happy to provide assistance in the meantime.

Please reply with your preferred address to receive books from publishers.

Happy reading!

[Your name]
Sequoyah Administrative Team
[Your library]
[Street address]
[City, State, Zip]
[Phone]
[Email]

Journal Assignments for Compiling the Consideration List

Under Review

Review Sources:

Booklist** (BL)
Bulletin of the Center for Children's Books (BCCB)
Horn Book* (NB)
Kirkus Review */*** (KR)
Publisher's Weekly* (PW)
School Library Connection (SLC)
School Library Journal (Odd Months)* (SLJ)
School Library Journal (Even Months)* (SLJ)
Voice of Youth Advocates (VOYA)

*Ebscohost

**Ebscohost 14-day embargo

*** Ask Oklahoma Department of Libraries Youth Services Consultant

1. All reviews need to follow the following format using Times New Roman-12pt.

Ackerman, Joan. IN THE SPACE LEFT BEHIND. HarperCollins/Laura Geringer Books. 400 p. (BL Gr. 7-10) (SLJ Gr. 7-10) (VOYA 4Q/3P/M/J/S) ISBN-13. Fifteen-year-old Colm embarks on a cross-country journey with the father who abandoned him as a child.

2. Make sure to include the journal title initials in each entry as well as the grade or age level given (see above list)

3. Send positive reviews only. If the review seems mixed or the reviewer has some reservations – do not send. General guidelines are Starred Reviews and 4 listings in VOYA. However, some reviews may be positive without being a Starred Review.

4. Books cannot be “edited by” or collections with multiple authors. Two authors are OK. Books must be published in the previous year.

5. Put all reviews for one month in one email. Do not send several emails for one month of reviews.

6. Write in email subject line the journal and month (i.e., SLJ/March YEAR).

7. Authors must be alive and have primary residence in US. Check for this before sending to the Reading Team chair-elect.

UNDER REVIEW

Evaluating a Book

Describe the following, giving as much detail as needed. Detail can include citations and quotes from the text.

- Conflicts – What are the conflicts the characters face? Conflicts are hurdles characters want to overcome or solve.
- Obstacles – What are the obstacles the characters face? Obstacles are hurdles do not want to overcome or solve, and in fact they actively ignore them.
- Theme – List and describe the themes of the story.
- Plots – List and describe the plots of the story – include character names, relationships, and activities
- Setting – Describe the setting in words used by the author or character
- Characters – List and describe major characters of the story in words used by the characters themselves, other characters, and the author
- Writing – describe any of the following: worldbuilding, dialogue, expression of emotions, background characters, etc.
- Problem(s) – List and describe any problems you found in the story, characters, writing, plots, etc.

Other critique – List and describe your overall opinion of the story – ask yourself if what you like outweighs/doesn't outweigh what you didn't like.

Formatting for Sequoyah Masters

This notification is sent to Reading Teams chairs the first of February. Reading Team Masterlists must be sent to the Administrative Team by February 10th.

Format:

All selected titles are listed *Title* by Author first name last name in alphabetical order by the author's last name; the title is italicized.

Title by First Name Last Name

Example: *Holes* by Lois Sachar

You should triple check titles and author name spellings and punctuation.

Capitalization rules are Chicago Manual of Style:

1. Capitalize the first and last word.
2. Capitalize nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions.
3. Lowercase articles (a, an, the), coordinating conjunctions, and prepositions.
4. Lowercase the "to" in an infinitive (I want to play guitar).

Refer to <http://titlecapitalization.co/#> for more information.

Administrative Team approval is required for a Masterlist that includes more than fifteen (15) titles.

Book Talk Outline Template

- Character name(s)
- Setting
- Describe pre-existing problem
- Describe what is making the pre-existing problem worse
- Critical critique – give reason(s) why someone should read this

- Describe one of the following: author background, book cover, writing style, setting

“Every Breath” by Ellie Marney

Fans of Sherlock Holmes rejoice because here is a book for you. James Mycroft is a genius. Orphaned when his parents died in a car crash, Mycroft lives acrimoniously with his estranged aunt. His eccentricity, observation to detail and experimentation in human pathology catches the notice of Rachel Watts. Watts just moved from the countryside to bustling Sydney, where the city is too much for her. There are too many people, too much smog, and no open spaces for her to breathe. She stands by helplessly as her once close-knit family slowly fractures in order to make a living. The death of a homeless friend of Mycroft’s brings him and Watts closer as they try to solve what the police deems a random crime. Marney’s characters feel real expressing normal teen anxieties, depressions, sadness, and joy. This is the first book in a series with Book Two “Every Word” publishing stateside September 2015.

“How to Write a Synopsis for a Book: 6 Tips: the Six Sentence Method” by Natasha Lester, blog post, July 29, 2015.

The Six Sentence Method

I find the six-sentence method really helpful. Try to summarize your story in 6 sentences, then expand a little on those six sentences in the synopsis.

The six sentences I focus on are:

- What it feels like for my main character at the start of the book
- What is the things that sets the protagonist off on their journey (the inciting incident, described in a compelling way)
- What is the journey or the goal of your character and why is it so important to them
- What are a couple of obstacles that get in the way
- What is the biggest obstacle of all (doesn’t need to be described fully if it gives away too much, but the drama needs to be hinted at)
- End with a question/hook

Then, in my synopsis, my first two paragraphs will be about points 1-3 above. The next 2 paragraphs will tackle a couple of the obstacles. The final paragraph will be about the big obstacle and the question/hook.

Sample Letter to Publisher for Titles on Masterlist

Dear Publisher,

The [Year] Oklahoma Library Association Sequoyah Book Award Masters are announced!

Congratulations, the nominees include [#] books published by your company. You will find the three Masterlists: Children, Intermediate and High School, on the Oklahoma Library Association's website, <http://oklibs.org>.

The titles on the OLA Sequoyah Masterlists published by your company include:

[list here]

We ask you to forward the enclosed letters to the authors. Nominees are asked to tentatively mark [the appropriate date] on their calendars so they will be able to attend the awards presentation to receive the award IF their book is selected as the winner. The winner will be notified by the end of March, [year].

Oklahoma public and school libraries purchase OLA Sequoyah Masterlist titles for their collections and students' use.

The OLA Sequoyah Reading Teams create free promotional materials for all public and school librarians to encourage students to read books from the OLA Sequoyah Masterlists. We have had a good working relationship with your company in the past in acquiring permission to promote nominated titles. We hope to continue a good relationship with this year's nominations.

The Oklahoma Library Association sponsors a student choice book award program known as the Sequoyah Book Award. The Children's Division of the award is voted upon by elementary student in grades three through five, the Intermediate Division is voted upon by students in grades six through eight, and the High School Award is voted upon by students in grades nine through twelve. The awards were established to encourage Oklahoma Students to read books of literary merit. These nationally prestigious awards have been in existence since 1959, 1987, and 2010 respectively.

Sincerely,

[Your name]
Sequoyah Administrative Team
[Your library]
[Street address]
[City, State, Zip]

[Phone]

[Email]

Sample Letter to Author for Title on Masterlist

Congratulations!! You have been nominated for the Oklahoma Library Association's Sequoyah Book Award. The OLA Sequoyah Book Awards programs is one of the most prestigious of the state student choice awards in the nation.

I am pleased to notify you personally that you have been nominated. I am attaching a list of this year's nominees. You have been nominated for the [year] program that will be promoted from May [year] until the voting deadline of March 15, [year]. Winning author will be notified by or before March 31, [year].

Please mark your calendar for OLA Annual Conference [dates] for the award presentations. If your book is selected as a winner, I look forward to contacting you to arrange for your trip to Oklahoma to be available to attend the ceremony and receive the award from the student readers of Oklahoma, providing your book is the winning title.

The Children Awards (for students in grades 3-5) was established in 1958. The Intermediate Award (for students in grades 6-8) was established in 1987. The High School Award (for students in grades 9-12) was established in 2010.

Congratulations on your nomination, and good luck!

Sincerely,

[Your name]

Sequoyah Administrative Team

[Your library]

[Street address]

[City, State, Zip]

[Phone]

[Email]

Sample Letter to Committee Member's Employer

[Date]

[Name, address]

[Salutation],

Please accept our thanks for your support of [name] during his/her term on the Oklahoma Library Association's [Children's, Intermediate, High School] Sequoyah Reading Team for [years of term].

The Reading Team, which has selected the [years] [Children's, Intermediate, High School] OLA Sequoyah Masterlists, considers books for [children or young adults] which are published in the United States during [Year – Year]. The job of a Reading Team member is very demanding. Besides the initial reading, the members have been involved in an intense process of evaluation and discussion to hone their selection/review skills and increase their professional understanding of the field of [children's/young adult] books. They have been busy selecting the [Year] OLA Masterlist as well as promoting the [Year] Masterlist. Members of the Reading Team are expected to attend and promote books at both OTA/Encyclo-Media and the Oklahoma Library Association Annual Conference. When an OLA Sequoyah Award-winning author comes to Oklahoma the Reading Team hosts the award ceremony. This is a demanding but wonderful experience and one that should prove of great value to his/her library, as well as to his/her self.

[Name] has been an exemplary member of this committee and we look forward to seeing him/her in [City] in [Month, Year] to make the final vote count and in [City] in [Month, Year] at the OLA Annual Conference to present the [last year] winner of the [Year] [Children's, Intermediate, or High School] Award.

Thank you again for your support during this selection process.

Sincerely,

[Your name]
Sequoyah Administrative Team
[Your library]
[Street address]
[City, State, Zip]
[Phone]
[Email]

Sequoyah Battle of the Books Tournament: Official Rules and Regulations

Disclaimer: These are guidelines. Librarians are welcome to adapt to their individual entity and will receive the Questions/Answers Packet regardless of the Battle of the Books format.

Committee

A Battle of the Books Committee (BOBC) should be established by participating entities. Members include a Chair and as many volunteers as needed.

The BOBC tasks are:

- ❖ Designate the day of the Battle of the Books Tournament (BOB).
- ❖ Fill out the form on the OLA Sequoyah website, <http://www.oklibs.org/?60SequoyahBattle>, and request the Official Questions/Answers Packet for either the Children's, Intermediate, or High School Masterlist, including all required information. The packet will be emailed just before your BOB date to ensure secrecy and it must be kept in a secure location.
- ❖ Establish classrooms for teams to compete plus one large classroom for the Final Battle.
- ❖ Decide the number of teams competing.
- ❖ Design your bracket. The BOBC will use a blind draw to place the teams within the brackets. Each team competes in two rounds of competition before elimination. No two teams should meet in more than one round unless they meet in the Final Battle.
- ❖ Have copies of the books available for challenge consultations.
- ❖ Create the agenda packet for competitors. This includes: the bracket, classroom assignments, and competing teams
- ❖ Create signs for designated classrooms.
- ❖ Designate volunteers outside the committee as Reader Officials and Timekeeper/Scorer/Judge Officials for each classroom.
- ❖ Take the Official Questions/Answers and divide them into groups of ten (10) and place in sealable envelopes. Each envelope should be carefully numbered indicating which round. The sealed envelopes will be given to the Reader Officials one round at a time. Keep these envelopes in a secure area.
- ❖ Provide stopwatches, clipboards, rules, official title list, score sheets and pencils for each Timekeeper/Scorer/Judge Official.
- ❖ Assign competing teams to their rooms for the round of play.

Day of the Battle of Books Tournament

Post the tournament brackets and team match-ups on classroom doors. Give teams and audience a copy of the agenda packet.

Meet with all Reader Officials and Timekeeper/Scorer/Judge Officials and review the rules. Each Reader Official receives one (1) Official Questions/Answers Packet clearly marked for each round. They should review the questions ahead of time for pronunciation.

The Time/Scorer/Judge Officials should each be given a stopwatch, clipboard with the BOB rules, the official Masterlist titles, a score sheet, and a pencil.

A BOBC (Battle of the Books Committee) member should be designated to keep posted brackets updated throughout the tournament.

Tournament Rounds and Scoring

1. The team that sits on the left will be given first chance at the odd number questions, and the team on the right will be given first chance at the even questions.
2. Each team will tell the Reader who is serving as Captain. This should be recorded on the score sheet.
3. The “odd” team will go first and be read question number one.
4. Each team has 30 seconds after the reading of the question to give its response through the team Captain. Teams are encouraged to confer before giving a response. Only the first answer given by the Captain will be acceptable. Teams cannot use remaining time to guess other titles.
5. If the title is correct, the team is awarded 5 points. Then the team may have an additional 5 seconds to confer on the author and give its response. An additional 5 points will be awarded for the correct author.
6. Regardless of who scored what on the last question, even numbered questions will be read to the even team, and odd numbered questions will be read to the odd team.
7. If a team has begun its response before time is called, it will be allowed to complete it.
8. After 5 questions have been asked, half time score will be announced.
9. In the event of a tie, Reader Official will request from the BOBC an additional packet for another round until a winner is declared.

Acceptable answers

The answer is considered correct even if mispronounced, as long as the judge can discern it. That may mean that an incorrect article in the title may be used or answers that are slightly off (such as “Miss Peregrine’s and the Peculiar Children” instead of “Miss Peregrine’s Home for Peculiar Children”) are acceptable. Not acceptable is: “That Women with the House of Weird

Kids.” A correct author’s name is one that is quoted as it appears on the OLA Sequoyah Masterlist. Only giving the last name of the author is also acceptable.

Challenges

The questions are proofread and worded carefully to avoid mistakes. A common challenge may be a question that will have two correct answers. When the error has been proven by consulting the book, both teams will receive credit for a correct title. The challenges must occur before the round is completed.

Default

Any team which does not appear for a round will automatically default to the team which was to be its opponent.

Do not share the Official Questions/Answers. Do not rewrite or tamper with the Official Questions/Answers. Please keep them for use at one location for one use only. If you are planning more than one Battle of the Books Tournament, please re-request the Official Questions/Answers Packet from the OLA Sequoyah Administrative Team, <http://www.oklibs.org/?60SequoyahBattle>. Notify OLA Sequoyah Administrative Team if you have questions, concerns, or suggestions, exec_director@oklibs.org.

The OLA Sequoyah Book Award Reading and Administrative Teams are proud to provide this opportunity to your school or library. Good luck!

Administrative Chair duties

Upon receipt of form submission, count back a minimum of five (5) working days from the requesting library’s event. Put a reminder alert on your calendar.

Contact the requesting librarian with your direct contact information and let them know when you will send the questions to them.

On the specified day, email the Questions/Answers Packet to the requesting librarian.