

**Texas Bluebonnet Award Policy and Procedures Manual**  
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## **Texas Bluebonnet Award Policy and Procedures Manual**

The Mission of the Texas Bluebonnet Award (TBA) Program, since 1979, is to promote reading by children in grades 3-6. Its goals are to introduce children to a variety of quality books, develop critical reading, and honor and encourage imaginative authors.

Two committees within the Texas Library Association (TLA) have been given the responsibility for selecting and publicizing the books eligible for this annual award. They are the Texas Bluebonnet Program Committee and the Texas Bluebonnet Selection Committee. These two committees administer the TBA Program. Together these two committees create and coordinate the activities associated with the TBA Program, which is jointly sponsored by the Children's Round Table (CRT) and the Texas Association of School Librarians (TASL).

The work of the above two committees is directed by the Texas Bluebonnet Coordinator, the TLA Executive Board, and the Executive Boards of CRT and TASL. The roles of each are detailed below and are in concert with the TLA Bylaws governing the TBA Program Committee and the TBA Selection Committee.

Appointment to either the TBA Program Committee or the TBA Selection Committee is for a three year period with no consecutive term allowed on the same committee. However, a retiring TBA Program Committee member may apply for an appointment to the TBA Selection Committee and visa versa.

### **Texas Bluebonnet Award Program Committee**

The TBA Program Committee is charged with the responsibility of creating programming and support for the TBA Program.

#### **Membership**

The TBA Program Committee is comprised of members: 10 voting members from CRT and TASL, and the TBA Coordinator, a non-voting member.

Ex-officio, non-voting members are: The TLA Executive Director; the TLA Executive Board Liaison appointed by the TLA President-Elect; the TASL Chair; the CRT Chair; and, when appropriate, the TBA Coordinator Intern.

#### **Selection:**

The committee includes members from CRT and TASL. Although this representation does not have to be equally distributed between the two units, attempts will be made to balance the committee geographically between CRT and TASL, and by type of library.

Members shall be appointed by the TLA President-Elect from a slate of nominees submitted by the chairs of CRT and TASL. Every effort will be made to name these

appointees by January 15 of the calendar year in which they will begin their three-year term.

Each individual serving on the TBA Program Committee must:

- Submit a standardized application form to the chair of either CRT or TASL by the announced deadline
- Be a current member of TASL, CRT or both throughout the term of the appointment
- Not be an officer of either TASL or CRT, or a member of another standing TLA committee during the TBA appointment term
- Be actively involved in the delivery of library services to children at the time of appointment although not necessarily throughout the entire term of service
- Understand the TBA Program Committee member job description
- Have a reliable email account he/she can access daily, twelve months during the year which is regularly checked with the TLA membership data base

If a committee member cannot serve out his/her full term, the sponsoring unit's Executive Board shall submit a list of eligible members, willing to serve, to the TLA President for immediate appointment.

### **Responsibilities**

Members of the TBA Program Committee collectively:

- Participate in guiding and directing the focus of the TBA Program in conjunction with the TBA Selection Committee
- Publicize the TBA Master List
- Monitor the production and distribution of all publicity and promotional materials associated with the program
- Assist in monitoring the use of the TBA trademark/logo and apprise the TLA Executive Board of any infringements associated with its use
- Create activities that will generate publicity and promote the TBA
- Participate with members of the TBA Selection Committee in annual continuing education activities devoted to the issues of children's reading habits, literary quality and merit, materials selection, and intellectual freedom
- Assist in coordinating arrangements for the TBA Awards Ceremony at TLA Annual Conference with the host unit for that particular year
- Review and sign the TBA Conflict of Interest Policy (see Appendix C) each year during the appointment term

TBA Program Committee members are expected to attend annual meetings at the TLA Conference and Annual Assembly. Attendance at other meetings may be necessary.

The TBA Coordinator will serve as a liaison from the Program Committee and the Selection Committee.

In order to meet these responsibilities, individual members will serve on at least one of the following sub-committees: Activities, Publicity, Video, or Youth Participation.

## **Subcommittees**

### **Membership**

The Program Committee Subcommittees are composed of TBA Program Committee members who either volunteer or are asked by the TBA Coordinator to serve. The subcommittee term begins immediately after the TBA Annual Conference. Appointment to the subcommittee is for a one year term. This term can be renewed. Subcommittee members will elect their own chair. The TBA Coordinator is an ex-officio member of all subcommittees and acts as a liaison to the TBA Selection Committee.

### *Description of Duties for All TBA Program Committee Subcommittees*

- Establish goals and objectives for each year
- Identify specific ways to satisfy these goals and objectives
- Share goals and objectives with the combined TBA Committees
- The chair of each subcommittee will submit committee reports to the combined TBA Committees at TLA Annual Conference, TLA Annual Assembly, and any other meetings of the TBA that may occur during the year
- The chair of each subcommittee must keep accurate records of all expenses and submit (with receipts and requests for reimbursement) to the TBA Coordinator by June 15 for the current year

### ***Activities Subcommittee***

#### *Purpose*

The purpose of the Activities Subcommittee is to produce a number of activities intended to help librarians showcase the annual TBA Master List.

#### *Membership*

The Activities Subcommittee will be composed of a minimum of four members from the TBA Program Committee.

#### *Description of Duties*

- Goals and objectives for this committee should include a list of ideas of how librarians can market and promote the TBA Master List to teachers, parents, adult caregivers, educators, and children
- Identify specific products that will satisfy these goals and objectives. These products must be educationally sound; free from copyright restrictions (which may involve obtaining or purchasing permissions); and in concert with the mission of the program and policies of TLA
- Share these products with the combined TBA Committees
- Create and complete a work plan for producing these products and making them available to the Texas Bluebonnet constituency in a timely manner

### ***Publicity Subcommittee***

#### *Purpose*

The purpose of the publicity subcommittee is to publicize the work of the TBA Program to librarians across Texas and to those outside the constituency of TLA.

#### *Membership*

The Publicity Subcommittee is composed of a minimum of two members from the TBA Program Committee.

#### *Description of Duties*

- Goals and objectives for this committee should include ways and venues for publicizing components of the TBA Program both inside and outside TLA
- Goals and objectives for this committee should include a newsletter with projected dates of publications and identification of specific articles
- Identify specific publicity practices and procedures that will satisfy named goals and objectives
- Share goals and objectives, products, and practices and procedures with the combined TBA Committee
- Create and complete a work plan for realizing these practices and procedures
- Develop and maintain a file of newspaper columnists; review journals (and appropriate contact persons); professional journals and organizations (and appropriate contact persons); and others who might be helpful in publicizing TBA
- Maintain an outline of procedures and sample forms, letters, and press releases

### ***Video Subcommittee***

#### *Purpose*

The purpose of the Video Subcommittee is to write, edit, cast, and produce a video (or its equivalent) that introduces the annual TBA Master List.

#### *Membership*

The Video subcommittee is composed of a minimum of three members from the TBA Program Committee.

#### *Description of Duties*

- Select venue and date for video shoot. Obtain written permission (and any related release forms) to film at the selected location
- Write and edit a script for the annual video. This script must cover each title on the latest Master List
- Arrange with the TBA Coordinator for script and video approval by the TLA Publications Committee. The script must be submitted to the TLA Publications Committee prior to Thanksgiving of the calendar year before the video production
- When the producer has been chosen, a document assigning TBA copyrights to the production must be signed by the producer.
- When the producer has been chosen, a contract with TLA stating understood duties and cost must be signed by the producer and the TLA Executive Director.
- Cast individuals for the parts (both speaking and non-speaking) required by the video script

- Before filming begins, ensure that release forms are completed by non-committee members (in case of minors, parents/guardians must sign the forms) appearing in the video
- Before filming begins, obtain copyright permission forms to film both the jackets and interior shots of each book
- Be present for the video filming and assist the director in any way possible.
- Prepare credits to accompany the video presentation. Make sure that the titles on the credits are written in correct English grammar format with book titles underlined.
- Before the production is complete, the TLA copyright (©) statement must be included on the media before the storyline begins.
- After filming is complete, the production will be sent to the TBA Coordinator, the TLA Publications Committee and TLA Executive Director to be viewed and approved before reproduction begins.
- Make arrangements to deliver copies of the video to the TLA Conference

### ***Youth Participation Subcommittee***

#### *Purpose*

The purpose of the Youth Participation Subcommittee is to select ten librarians to sponsor a youth representative at the Texas Bluebonnet Award Luncheon and to coordinate travel, the luncheon activities, and the selected children's responsibilities.

#### *Membership*

The Youth Participation Subcommittee is composed of one TBA Program Committee Member and a liaison from the TBA Selection Committee.

#### *Description of Duties*

- Follow the time line for student representative selection, registration, and preparation of gift packets for the TBA reception at the TLA Annual Conference
- Maintain an outline of procedures and sample forms and letters. Coordinate activities with the TBA Coordinator
- Direct other TBA members in their work with student representatives at the award ceremony
- Maintain correspondence between the TBA Program and sponsoring units and the parents/guardians of each child selected
- Prepare student participants' gift packet/notebook for TLA Annual Conference.
- Purchase a gift for the author receiving the Texas Bluebonnet Award

### **Texas Bluebonnet Award Selection Committee**

The TBA Selection Committee is charged with the annual selection of twenty books to appear on the TBA Master List.

#### **Membership**

The TBA Selection Committee is comprised of 11 members: Five voting members from CRT , five voting members from TASL, and the TBA Coordinator, a non-voting member.

Each member of the TBA Selection Committee (excluding the TBA Coordinator) represents one of the ten TLA library districts.

Ex-officio, non-voting members are: The TLA Executive Director; the TLA Executive Board Liaison appointed by the TLA President-Elect; the TASL Chair; the CRT Chair; and, when appropriate, the TBA Coordinator Intern

### **Selection**

The TBA Selection Committee includes an equal number of members from CRT and TASL. There is one member appointed from each of the 10 TLA districts. It is suggested that half the committee may be involved in public library services to children and half in school library services for children.

Members shall be appointed by the TLA President-Elect from a slate of nominees submitted by the chairs of CRT and TASL. If there is a district with no applicants for an opening on the TBA Selection Committee, the TLA President-Elect will assist in recruitment. Every effort will be made to name these appointees by January 15 of the calendar year in which they will begin their three-year term.

Each individual serving on the TBA Selection Committee must:

- Submit a standardized application form to the chair of either CRT or TASL by the announced deadline
- Be a current member of TASL, CRT, or both throughout the term of appointment;
- Be actively involved in the delivery of library services to children at the time of appointment although not necessarily throughout the entire term of service
- Represent a specific TLA district at the time of the appointment although not necessarily throughout the entire term of service
- Not be an officer of either TASL, or CRT, or a member of another standing TLA committee during the TBA appointment term
- Not currently affiliated with an author, illustrator, or publisher in any capacity that might interfere with the integrity of the TBA Selection Committee
- Review and sign the TBA Conflict of Interest Policy (see Appendix C) each year during the TBA Selection Committee appointment term
- Understand the TBA Program Committee job description
- Attend TLA Annual Conference, TLA Annual Assembly, and the October TBA meeting
- Have reliable email

If a committee member cannot serve out his/her full term, the sponsoring unit's Executive Board shall submit a list of eligible members, willing to serve, to the TLA President for immediate appointment.

### **Responsibilities**

Members of the TLA Selection Committee collectively:

- Participate in guiding and directing the focus of the TBA Program in conjunction with the TBA Program Committee
- Create an annual reading list for the TBA Program, based on extensive reading and outside suggestions submitted to the TBA Selection Committee
- Assist with the production and distribution of all publicity and promotional materials associated with the program
- Assist in coordinating arrangements for the TBA Awards Ceremony at TLA Annual Conference with the host unit for that particular year
- Assist in monitoring the use of the TBA trademark/logo and apprise the TLA Executive Board of any infringements associated with its use
- Participate with members of the TBA Program Committee in annual continuing education activities devoted to the issues of children's reading habits, literary quality and merit, materials selection, and intellectual freedom
- Be in charge of verifying that the criteria for prospective TBA Master List titles have been met

### **Additional Duties**

The TBA Selection Committee has as its primary charge to select the twenty books for each year's TBA Master List. In addition, each member of the TBA Selection Committee will volunteer, or be asked by the TBA Coordinator, to serve in one of the following capacities

**1. Author Verification.** One committee member will be responsible for verifying the citizenship/residence of suggested authors and for keeping the author verification database current. This member will submit a report to the joint TBA Committees at TLA Annual Conference, TLA Annual Assembly, and the Master List Selection meeting.

**2. Reviews.** Five committee members will be responsible for compiling reviews of all recommended books.

- One using *School Library Journal*
- One using *Booklist*
- One using *The Bulletin of the Center of Children's Books*
- One using *The Horn Book Magazine* and the *Horn Book Guide*

A chair from the above five will be chosen. The chair is responsible for compiling and sending all relevant reviews to all TBA Selection Committee members. The chair will also submit a report to the joint TBA Committees at TLA Annual Conference, TLA Annual Assembly, and the October Selection meeting. The committee is also responsible for counting and compiling the votes at the October meeting.

**3. Scrapbook.** One member of the TBA Selection Committee will create a scrapbook of the year's activities to be placed in the TLA/TBA archives. This scrapbook will be completed by Annual Assembly each year.

**4. Mentors.** Two members of the TBA Selection Committee will serve as mentors for the new members. The new committee members and the mentors will read three books and

discuss, through email how the review process is done using these titles. The mentors will also meet with the new members at conference to go over various processes used when working on the committee.

**5. *Youth Participation Assistant.*** One member of the TBA Selection Committee will be assigned to assist the TBA Youth Participation subcommittee. Though all TBA Committee members assist in this event at the TLA Annual Conference, this person will work more directly with the Youth Participation Chair.

#### **Attendance**

- In accordance with TLA policy, committee members not attending two consecutive TBA meetings without good cause will be replaced on the TBA Selection Committee. For purposes of this provision, a TBA meeting means all gatherings of the Committee that occur during a single TLA Annual Conference, TLA Annual Assembly, or the Master List Selection Meeting. For example, a member missing the TBA Selection Committee meetings during Annual Assembly will have missed the equivalent of one meeting.
- Members sometimes cannot attend committee meetings, but their comments and opinions are important to the workings of the committee. They have the option, if they are able, to send these comments to the committee.
- Members unable to attend the TBA Master List selection meeting may still submit their nominations a month before the meeting takes place.

#### **The Texas Bluebonnet Award Master List Selection Policy**

The TBA Selection Committee selects a master reading list of no more than 20 titles annually. Suggestions of books to be considered for inclusion on the list are solicited each year from students, teachers, parents, school and public librarians, and other interested persons.

#### ***Selection Criteria***

##### *Title Eligibility*

1. You must have read the book.
2. The content of the book must be relevant to children in grades 3, 4, 5, or 6.
3. The book must have literary merit and wide appeal to readers in grades 3, 4, 5, or 6.
4. The book must have received a favorable review in a review tool.
5. Books must have a copyright date within the last three years prior to the release of the list.
6. The book must have been published in the United States (U.S.).
7. The book must be written by an author who is a U.S. citizen or an author presently residing in the U.S.

8. The work must be written by an author who is still living.
9. Ineligible categories of materials are textbooks and new editions of existing titles.
10. Individual portions of a book, such as poems and short stories, may have been published previously, but the book, in its entirety must not have been.

### *Content*

1. The TBA Master List should include a minimum of two nonfiction titles.
2. The format of the book should be well designed and visually appealing.
3. The book should be relevant in subject and language for children in grades 3, 4, 5 or 6.
4. Literary quality shall be determined by the following consideration:
  - Fiction: strong plot, vivid characterization, polished style, and a significant worthwhile theme.
  - Nonfiction: accuracy and authenticity, organization, readability, and logical presentation of information.
5. An effort will be made to include titles from all major genres. Any category may be omitted if titles from a particular genre are not nominated. Major genres include, but are not limited to, animal stories, informational books, biography, mystery, realistic contemporary fiction, historical fiction, science fiction, humor, sports stories, etc...
6. Titles shall be nominated that include a fairly equal distribution for each grade level 3, 4, 5, and 6 and that reflect a variety of difficulty levels for children in these grades, with at least one easy title and one mature title, to be included.
7. An effort will be made to nominate titles that portray diversity in regard to ethnic background, geographic environment, and gender.
8. Some titles should have the potential for use in reading aloud and should be characterized by a smooth narrative flow and maintenance of steady interest in a listening audience.
9. The TBA Selection Committee will follow the following policy guidelines:
  - Statement of Intellectual Freedom: <http://www.txla.org/pub/ifhbk.html>
  - Library Bill of Rights: <http://www.txla.org/pubs/ofhbk/html>
  - "Free Access to Libraries for Minors: <http://www.txla.org/pubs/ifhbk.html>
  - ALA American Values Statement: [http://www.ala.org/alaorg/oif/lib\\_val.html](http://www.ala.org/alaorg/oif/lib_val.html)

#### Additional Requirements

- A special form for submitting title suggestions can be found on the TBA website. It is not mandatory that the form be used as long as the information requested on the form is provided. Forms, or their equivalent, should be sent to the TBA Coordinator either by mail or email.
- The TBA Coordinator should receive recommendations each year by July 15.

### **Texas Bluebonnet Award Coordinator**

#### **Selection**

The TLA Executive Board appoints the Coordinator of the Texas Bluebonnet Award Program. He/she is selected from a list of candidates submitted jointly by the Executive Boards of TASL and CRT. Documentation, including a standardized application form from each candidate, should be provided to the TLA Executive Board prior to the TLA Conference at which the appointment is to be made.

The TBA Coordinator is appointed to a non-renewable three-year-term. However, the new appointee shall serve as an ex-officio, non-voting member on the committees in an “Intern Coordinator” capacity for the year prior to his/her term as Coordinator. He/she shall assume the role of Coordinator, therefore, at least one year after being named by the TLA Executive Board, at the end of the TLA Conference.

The TBA Coordinator must:

- Be a current member of TASL or CRT
- Have experience in TLA
- Not serve as an officer of a unit (i.e. Division, Round Table) during his/her appointed term
- Have written approval from the candidate’s immediate supervisor, indicating an awareness of the time and effort required of the Coordinator to fulfill the responsibilities of this position
- Not be currently under contract or employed by a publishing company in any capacity that might interfere with the integrity of the TBA Committee

### **Responsibilities**

- Guide and direct the focus of the TBA Program
- Review the goals, objectives, guidelines, policies and procedures of the Texas Bluebonnet Award Committees and, after having received input from CRT and TASL Executive Boards, recommend improvements in the general operation of the project to the TLA Executive Board
- Attend all TBA Program Committee and TBA Selection Committee meetings at the TLA Annual Conference, the TLA Annual Assembly, and the TBA Master List Selection meeting
- Serve as a liaison between the TBA Program Committee and the TBA Selection Committee to insure their frequent and open communications and coordination of their efforts
- Maintain/update the TBA Program Policy and Procedures Manual and make it available online
- Serve as chair of the TBA Program Committee and the TBA Selection Committee; schedule meetings, plan the agenda, and oversee the preparation and dissemination of meeting minutes
- Consistent with TLA practice, the TBA Coordinator follows the current *Robert’s Rules of Order* when conducting meetings
- Prepare the TBA program budget in collaboration with the TLA Executive Director and submit it to the TLA Executive Board for approval. Included along with the budget should be any recommendations for such items as fee changes, employee costs, etc. involving the TBA Program activities

- Coordinate with the TLA Office staff those activities involved with the TBA Program such as registration of participants, communications, and the sale of promotional materials and publicity packets
- Authorize expenditures and reimbursements from the TLA Office according to procedures detailed in the TLA Standing Rules
- Monitor the use of the TBA trademark/logo and keep the TLA Executive Board apprised of any infringements associated with its use
- Schedule a new member orientation meeting during the TLA Annual Conference. This orientation will focus on the purpose, duties of committee members and schedule of committee activities
- Arrange for on-going continuing education activities for committee members. Topics for continuing education will focus on areas such as intellectual freedom issues, evaluation and selection criteria for children's literature, and current developments in children's literature
- Participate in an annual program evaluation directed by the TLA Executive Board
- In concert with the chairs of CRT and TASL, initiate a call for applicants to fill vacancies in the TLA Program Committee and the TBA Selection Committee. To begin this process the announcement of vacancies will be made by a handout at TLA Annual Assembly
- Submit to the TLA Executive Director a report for the TLA Executive Board twice annually (before the TLA Annual Conference and before TLA Annual Assembly)
- Review and sign the TLA Conflict of Interest Statement (See Appendix C) annually at the final TBA meeting at TLA Annual Conference
- Coordinate the ordering and engraving of the Texas Bluebonnet Award with the TLA Office
- Prepare and follow an annual calendar of work
- Advocate for the TBA Program

### **The Texas Library Association Executive Board**

#### **Responsibilities**

- Monitor the financial accountability of the TBA Program as a self-sustaining committee. This responsibility includes directing an annual audit of the TBA Program
- Monitor the use of the TBA trademark/logo and take legal action against infringements associated with its use. Set the fee guidelines for use of the trademark
- Appoint the TBA Coordinator from a list of candidates provided by a joint committee representing TASL, CRT, and the TLA Executive Board
- Approve or reject any changes to the TBA Policy and Procedures Manual in accordance with the TLA Standing Rules
- Oversee an annual evaluation of the TBA Program and based on this evaluation approve or reject any changes to the TBA Program
- Appoint a liaison to the TBA Committees.

## **Executive Boards of Children’s Round Table and the Texas Association of School Librarians**

### **Responsibilities**

- Review the focus of the TBA Program
- Identify issues and trends in the operation of the TBA Program and report annually to the TLA Executive Board
- Review the goals, objectives, guidelines, policies and procedures of the TBA Program and make recommendations for program improvements to the TBA Coordinator and the TLA Executive Board
- Coordinate with the TLA Office advertisement for the position of TBA Program Coordinator; submit a list of candidates eligible for the appointment to the TLA Executive Board at their fall meeting the year such an appointment is to be made
- Review guidelines for the selection of the TBA Program Committee and the TBA Selection Committee members and submit an annual list of eligible members, willing to serve, to the TLA President-Elect by November 24 each year
- Coordinate arrangements for the award ceremony at TLA Annual Conference alternating with the TASL and CRT Program Committee as appropriate
- Assist in monitoring the use of the TBA trademark/logo and apprise the TLA Executive Board of any infringements associated with its use

## **The Texas Library Association Staff**

### **Responsibilities**

- Register participating schools and libraries in the TBA Program
- Handle sales and communications for TBA items
- Collect all monies received from the TBA Program and provide accounting services for the TBA Committee
- Provide the necessary information on activities the TLA Office is directly involved in (i.e. staffing and communications) for the TBA Program’s annual budget
- Coordinate the advertising for the position of TBA Program Coordinator with TASL and CRT
- Order and direct the engraving for the Texas Bluebonnet Award
- Provide assistance and support to the TBA Program in utilizing technology to promote and administer the TBA Program
- Negotiate for the purchase of services needed to carry out the mission of the TBA Program
- Maintain both electronic and paper copy records of meetings, agendas, board actions, subcommittee reports, budget summaries, sales data, registration data, and TBA voting records
- Archive all appropriate TBA documents

## **Texas Bluebonnet Award Logo**

The TBA Logo is trademarked and may not be used commercially without payment of a licensing fee. This licensing fee allows for commercial use for a single product for one year.

## **Registration and Licensing Agreement**

Schools, public libraries and home school associations within the State of Texas may register as Bluebonnet voting sites. This registration allows the children in grades 3-6 (or the equivalent) enrolled in the specific school, or those who are home schooled and served by a specific registered site to vote for their favorite books.

The TBA Master List is a copyrighted list; substitutions and additions cannot be made to it, however, participants may choose not to order all titles.

## **Texas Bluebonnet Award Program Features**

The TBA Program is designed to promote pleasure reading among Texas children in grades 3, 4, 5, or 6 (or the equivalent). It is also designed as a “children’s choice award”, giving students the opportunity to choose the winner of this prestigious award. The new TBA Master List officially begins each year in February and concludes on January 31 the following calendar year.

### **Voting**

Even though children of Texas in grades 3-6 are not required to participate in the TBA Program, it can be an exciting part of their school year. Children are not required to read all the books on the current TBA Master list. Children who have read, or heard read aloud at least five books on the current TBA Master List are eligible to vote for their favorite book in January of each year. Official voting takes place through registered sites. If a student who has read five or more books from the Master List moves from his library to an unregistered site, that student may request a ballot from his previous librarian.

Registered sites will send their vote tallies to the TLA Office by January 31 of each calendar year. The author (and illustrator, if applicable) of the book receiving the most votes statewide is declared the winner of the Texas Bluebonnet Award.

### **Texas Bluebonnet Award Luncheon**

Ten children, one from each TLA district, present the winning author with the Texas Bluebonnet Award at an annual luncheon held during the TLA Annual Conference.

This luncheon is sponsored in alternating years by CRT and TASL.

## **Texas Bluebonnet Award Endowment Fund**

The TLA Executive Board approved the establishment of this fund in December 2000. The TBA Endowment Fund provides travel stipends to the ten students who attend the TLA Annual Conference and participate in the TBA Luncheon.

The major sources of revenue are a traditional fundraiser at the TBA Luncheon, the sale of certain inventory items, and individual contributions.

The TLA Executive Board (with assistance from the TBA Coordinator) is authorized to expend funds from the account and to determine how the funds will be used.

The TBA Endowment Fund is separate from the TBA project fund. The Endowment Fund will be used to help defray the expenses for each student participant at the TBA Luncheon. The TBA Endowment will pay for the following:

- Luncheon tickets for the student participant and four guests (total 5 tickets per student)
- Travel expenses to and from the conference and one conference hotel room (arranged by the TLA Office) for one night's lodging for students living outside a 50-mile radius of the conference center where the conference is held.

October 2005

Betty Carter

Revised March 2006

Betty Carter

Revised July 2007

Beth Thames

Revised July 2008

Beth Thames

Revised March 2012

Martha Edmundson

## APPENDIX A

### TEXAS BLUEBONNET AWARD SELECTION CRITERIA

#### Selection Criteria

##### **Title Eligibility**

11. You must have read the book.
12. The content of the book must be relevant to children in grades 3, 4, 5, or 6.
13. The book must have literary merit and wide appeal to readers in grades 3, 4, 5, or 6.
14. The book must have received a favorable review in a review tool.
15. Books must have a copyright date within the last three years prior to the release of the list.
16. The book must have been published in the United States (U.S.).
17. The book must be written by an author who is a U.S. citizen or an author presently residing in the U.S.
18. The work must be written by an author who is still living.
19. Ineligible categories of materials are textbooks and new editions of existing titles.
20. Individual portions of a book, such as poems and short stories, may have been published previously, but the book, in its entirety must not have been.

##### **Content**

10. The TBA Master List should include a minimum of two nonfiction titles.
11. The format of the book should be well designed and visually appealing.
12. The book should be relevant in subject and language for children in grades 3,4,5 or 6.
13. Literary quality shall be determined by the following consideration:
  - Fiction: strong plot, vivid characterization, polished style, and a significant worthwhile theme
  - Nonfiction: accuracy and authenticity, organization, readability, and logical presentation of information
14. An effort will be made to include titles from all major genres. Any category may be omitted if titles from a particular genre are not nominated. Major genres include, but are not limited to, animal stories, informational books, biography, mystery, realistic contemporary fiction, historical fiction, science fiction, humor, sports stories, etc...
15. Titles shall be nominated that include a fairly equal distribution for each grade level 3, 4, 5, and 6 and that reflect a variety of difficulty levels for children in these grades, with at least one easy title and one mature title, to be included.

16. An effort will be made to nominate titles that portray diversity in regard to ethnic background, geographic environment, and gender.
17. Some titles should have the potential for use in reading aloud and should be characterized by a smooth narrative flow and maintenance of steady interest in a listening audience.
18. The TBA Selection Committee will follow the following policy guidelines:
  - Statement of Intellectual Freedom: <http://www.txla.org/pub/ifhbk.html>
  - Library Bill of Rights: <http://www.txla.org/pubs/ofhbk/html>
  - “Free Access to Libraries for Minors: <http://www.txla.org/pubs/ifhbk.html>
  - ALA American Values Statement: [http://www.ala.org/alaorg/oif/lib\\_val.html](http://www.ala.org/alaorg/oif/lib_val.html)

### **Additional Requirements**

- A special form for submitting title suggestions can be found on the TBA website. It is not mandatory that the form be used as long as the information requested on the form is provided. Forms, or their equivalent, should be sent to the TBA Coordinator either by mail or email
- The TBA Coordinator should receive recommendations each year by August 1

## APPENDIX B

### TBA COMMITTEE MEMBER APPOINTMENT PROCESS AND TIMELINE

1. The chairs of CRT and TASL have a responsibility to make sure that their unit members know of the vacancies on the TBA Program Committee and the TBA Selection Committee through their units' newsletter, membership electronic mail distribution systems, and any other means available. The TBA Coordinator notifies the chairs of the vacancies in September preceding the application deadline.
2. The applications for both committees are available on the TBA website. Those interested in serving on the committees must complete the applications and send them to the chair of either CRT or TASL by November 15.
3. Once the applications are received, the CRT and TASL chairs must confirm that the applicants are indeed members of their respective units and, in the case of the TBA Selection Committee, that the applicant's membership district is one of the TLA districts for which there is a vacancy.
4. If there are not applications for the TBA Selection Committee from a district in which there will be a vacancy the chairs should contact the TLA President-Elect for assistance in recruiting applicants from the effected district.
5. Once all applications are received, each chair should select the best two or three for each vacancy, and send them to the TLA President-Elect by November 24. They should be sent by FAX or registered mail to ensure delivery. CRT and TASL Chairs should retain a copy of those applications in case there is any problem with delivery.
6. The TLA President-Elect will select the new TBA Committee members and notify them in writing by January 15.
7. The TBA Coordinator will also notify those who have been selected as new committee members.
8. The CRT and TASL Chairs should send congratulatory letters to those selected as well as letters of regret to those who applied for the committee but were not selected by February 15. Sample letters are available in the TBA Operational Handbook.

#### **Timeline:**

- September—TBA Coordinator informs CRT and TASL chairs of upcoming committee vacancies
- November 15—applications to serve on TBA Committees due to CRT and TASL chairs
- November 24—chosen applications sent due to TLA President-Elect
- January 15—new committee members selected and notified in writing by TLA President-Elect and TBA Coordinator
- February 15—CRT and TASL chairs send congratulatory or notes of regret are sent to all who applied for positions.

## APPENDIX C

### **Conflict of Interest Policy for the Texas Bluebonnet Award Program/Selection Committee**

- A. Persons may not accept appointment to the Texas Bluebonnet Award Committee who are employed by or advisory to any trade publishing house or any company that produces children's films, filmstrips, recordings, software, and/or other types of non-print media to be evaluated by the committee; or are the author or illustrator of a children's book or creator of other materials to be published or evaluated in the year of committee service.
- B. The following situations do not normally disqualify a candidate:
- Serving as a professional reviewer of children's books or of non-print materials
  - Involvement in the selection of materials for professional tools, such as *Children's Catalog*
  - Serving as a writer or editor of professional books in the field of children's literature

I have read the above Conflict of Interest Policy and am eligible to serve on the Texas Bluebonnet Award Committee.

Signed \_\_\_\_\_ Date \_\_\_\_\_

October 2005  
Betty Carter  
August 2006  
Beth Thames

**APPENDIX D**

Copyright agreement for Texas Bluebonnet Award Media Presentation:

1. [Production company] hereby assigns to Texas Library Association (TLA), and TLA does hereby accept the assignment of, all worldwide rights, titles, and interest which AWL may possess in and to the Texas Bluebonnet Award (TBA) media presentation, including without limitation the copyrights therein. This assignment includes all of Assignor’s claims and causes of action for the infringement by any third party of any rights in and to the TBA media presentation and any derivatives thereof that Assignor may possess, whether such claims and causes of action are filed, arose, or accrued before or after the execution of this agreement, and all remedies associated therewith.
2. [Production company] agrees that TLA will, without additional consideration, give TLA or its nominee at any time in the future all assistance necessary to perfect TLA’s rights, titles, and interest in and to the TBA media presentation, including without limitation the execution, acknowledgement, and delivery of all documents necessary to effectuate the intent of this Agreement.
3. [Production company] warrants to TLA the following: (a) [production company] has the full power and authority to enter into this Agreement; (b) [production company] has not previously assigned, transferred, or otherwise encumbered the rights conveyed herein; and (C) to the best of [production company’s] knowledge, no other person or entity, other than TLA, has any claim of any right, title, or interest in or to the TBA media presentation.

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[Production company] representative Date

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TLA Representative, Pat Smith Date  
Pat Smith  
Texas Library Association  
3355 Bee Cave Road  
Austin, Texas 78746-6763

## APPENDIX E

### LICENSE AGREEMENT

This Agreement is made by and between the Texas Library Association, with a business address of 3355 Bee Caves Rd. Suite 401, Austin, Texas 78746 (“TLA”), and \_\_\_\_\_, with a business address of \_\_\_\_\_ (“Licensee”) and is effective as of the date of execution by the last of these two parties.

#### BACKGROUND

- A. TLA owns all rights, title, and interest in and to the audiovisual work titled \_\_\_\_\_, regarding the Texas Bluebonnet Award program (the “TBA Program”) and the Texas Bluebonnet Reading List for 20\_\_ (the “Film”).
- B. TLA created the Film for the purpose of showing at schools and libraries throughout Texas that enroll in the Texas Bluebonnet Program.
- C. Licensee wishes to license from TLA the rights necessary to further sublicense the Film to school districts and/or individual schools within its region that participate in the TBA Program (“Sublicensee(s)”) for the purpose of publicly performing the Film to students thereof, or to so perform the Film itself.

#### AGREEMENT

1. Acknowledgement of Rights. Licensee, and Sublicensee, if Sublicensee chooses to be bound by the terms of this Agreement per Paragraph 11 below, acknowledges TLA’s ownership of all rights in and to the Film.
2. Grant of Rights. TLA hereby grants to Licensee the rights necessary to carry out the intent of this Agreement, including the rights to reproduce, distribute, create derivatives of, and publicly perform the Film per the terms of this Agreement and to sublicense the same to the Sublicensees.
3. Term. The term of this Agreement shall end on the last day of the school year to which the Film pertains (the “Term”).
4. Reproduction. Licensee may reproduce the Film in any format or medium for distribution to Sublicensees per the terms of this Agreement.
  - 4.1. Streaming. For the purpose of streaming the Film (“Streaming”), TLA grants to Licensee and Sublicensees the rights to reproduce the Film for loading on computers under the control of the Sublicensees or the Licensee, including but not limited to personal computers and servers (the “Computers”).
  - 4.2. Performance via Multiple DVD Copies. TLA hereby grants to Licensee and Sublicensees the rights to reproduce the Film in other formats or media, such

additional DVDs (“Copies”), for the purpose of publicly performing the Film on the Computers.

4.3. The Film may not be reproduced for any other reason.

5. Distribution. Licensee may publicly distribute copies of the Film only to Sublicensees per the terms of this Agreement.
6. Public Performance. Licensee and Sublicensees may publicly perform the Film to students participating in the TBA Program throughout the Term, via the Computers. Such performances shall be administered by and under the supervision and responsibility of librarians, teachers, or administrators of Licensee or the Sublicensees. The Film shall not be made directly accessible to any other party, including but not limited to individual students.
7. Derivatives. Licensee and Sublicensees may create derivatives or modifications of the Film only to the extent necessary to reasonably accommodate technological requirements or preferences of the Licensee or Sublicensees. No modifications may be made to the content of the Film, including but not limited to deleting, adding, or changing content in any manner.
8. Access. Access to the Film must be restricted by reasonable technological and other means to librarians, teachers, and administrators of the Sublicensees or Licensee.
9. Expiration of the Agreement. Upon expiration of the Term, Licensee and all Sublicensees shall destroy all copies of the Film in their possession and/or control.
10. License Fees.
  - 10.1. In the case of Streaming, license fees are determined by the number of campuses on or to which Licensee and any Sublicensees stream the Film. In the case of Copies, license fees are determined by the number of Copies made by Licensee or Sublicensee.
  - 10.2. Licensee shall pay to TLA licensing fees in the amount of \_\_\_\_\_ for the rights granted herein during the Term.
11. Warranty. Licensee warrants that it will enter into a legally binding agreement with all Sublicensees requiring the Sublicensees to be bound by the terms of this Agreement. This requirement may be met by the Sublicensee’s execution of this Agreement in the appropriate place below.

TEXAS LIBRARY ASSOCIATION

LICENSEE

\_\_\_\_\_  
Signature

Patricia H. Smith

Executive Director

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_