



## Mitten Award Guidelines

**Purpose:** The purpose is to recognize and promote quality literature for youth in picture book format. Michigan librarians will utilize their critical skills to choose the award and will improve their reader's advisory skills.

**Background:** This award was first given in 1999 by the Children's Services Division of the Michigan Library Association. The award is given annually to one children's picture book originally published in the United States between January 1 and December 31 that has captured the attention of the youth librarians throughout the State of Michigan for its ability to communicate through literature to an intended audience.

### **Qualifications:**

- Children's work of fiction or nonfiction with illustrations
- Published during the calendar year
- Originally published in the United States
- Should fall under the guidelines as noted for the Association for Library Service to Children's (ALSC) Notable Books. The guidelines include books of especially commendable quality, books that exhibit venturesome creativity, and books of fiction, information, poetry, and pictures for all age levels that reflect and encourage children's interest in a unique or innovative fashion.

**Eligibility:** Any picture book that is originally published in the United States during the calendar year for children may be nominated for the award.

### **Book Selection Process:**

- Titles for the first list of nominations are pulled from starred reviews in library journals (ex. Horn Book, Kirkus, School Library Journal).
- Michigan Librarians may freely submit nominations. Publishers may submit nominations of books that meet the criteria, but they will be required to provide copies of the book for the work group to review.
- Nominations may be submitted from January 1 through December 31.

### **Criteria and Selection:**

- The work group will read all suggested titles throughout the volunteer year and communicate with each other through means established and agreed upon by MLA and the work group Chair
- Beginning in January the vice Chairperson will compile titles receiving at least two starred reviews in library journals.
- The work group will hold its first meeting by July 31 at the MLA office in Lansing.
- A second mandatory meeting must take place by October 31. This may be done in person, by conference call or by videoconferencing.
- Outside of the mandatory October meeting, the work group will meet as needed July through February after each Top 10 list.
- The final meeting must be held by February 28. After discussion, each member will assign a value to each book on the list. The scores are tabulated and the one with the most points is the Mitten Award winner. Honor books may be selected if other titles gained high scores. No more than four honor books should be chosen.
- The year of the award will match the year that it is selected and announced. It will be presented at the following year's SI conference.

### **Work Group:**

- The work group will consist of a Chair and up to 14 members. A Vice Chair may be appointed and will serve the first year as Vice Chair and the second year as Chair.
- The Mitten Award Work Group will be assigned by the MLA office from the Call for Volunteer forms.
- The work group shall meet at least 4 times.
- The work group will communicate on a regular basis through means established and agreed upon by MLA and the work group Chair.

### **Work Group Chair:** The Chair of the Mitten Award Work Group is responsible for:

- Developing and maintaining the work group reading list and distributing nominations to work group members
- Planning, coordinating and presiding over meetings
- Developing an agenda for each meeting
- Taking meeting notes or appointing a work group member to take notes
- Keeping track of the number of books read and approximate number of hours read
- Coordinating voting for the winner and honor books and ensuring guidelines are followed
- Notifying MLA office of the winner and honor books
- Work with the MLA office to publicize the winner on the MLA website, in the MLA Update and on MLA's Facebook and Twitter and other press releases. No separate Facebook page should be used to promote the award.

**Presentation of Award:** The author of the award-winning title will be invited to accept the award at the Spring Institute Conference. If the author is able to attend the conference to accept the award, the award shall be presented by the Chair of the work group. If the Chair is unable to fulfill this duty, a member of the work group will present the award in his or her place.

### **Mitten Award Timeline**

January 1	If a Vice Chair was appointed, the Work Group Vice Chair will start collecting titles from starred reviews Call for nominations goes out
April/May	Select work group members through MLA Call for Volunteers
By June 30	Chair receives list of work group members
By July 31	Chair distributes initial reading list and work group guidelines
By July 31	Mandatory meeting of Mitten Award Work Group
July - February	Meet as needed (virtually or in-person).
February 28	Final meeting held by this date Notify the MLA office of the winner and honor books
March/April	Announce "High Five" or "Top Ten" books at Spring Institute
October/November	Announce Mitten Award winner and honor books at Annual Conference
SI	Mitten Award presented by work group Chair

SI=Spring Institute