

## SELECTION COMMITTEE

### Forest of Reading®

### TERMS OF REFERENCE

---

**Mandate:**

The Forest of Reading had ten individual selection committees that are tasked with selecting the annual nominated lists for children and adults. After reviewing all applications, the OLA appoints the committees to read, review and recommend Canadian books that meet the selection criteria and are deemed to be the best available titles for a given year, in a given program.

**Responsibilities/Objectives:**

The individual committees:

- Are expected to review all books sent in by the publishers;
- Post reviews on the OLA private bulletin/forum based on the set-out criteria established for each program;
- Are required to sign a confidentiality contract, as the deliberations of the committee and final selection must remain confidential;
- Are to be very aware of censorship issues versus selection criteria;
- Need to have an understanding of critical literacy and age appropriate literature;
- Are responsible for defending the selections with respect to any queries that are brought forth to OLA; and
- Are expected to attend any meetings called by the Chairs (phone or in person) or OLA.

**Deliverables:**

These committees will supply the top 10 list of nominated titles to the Forest of Reading® Official Wholesaler, and OLA, based on the schedule put forth by OLA. In addition, all publisher annotations must be provided to OLA. All committee members must support the nominated list and be in agreement that the list is balanced.

**Composition:**

The Selection Committee varies from program to program; however, the general guidelines are as follows:

- All members must be current OLA members.
- Two chairs, one senior, one junior, to ensure continuity (Chairs are appointed by Forest Director with consultation from outgoing Chairs)
- A core group of between 10-15
- Those accepted have professional experience with the program they are applying for and/or have book-selecting experience for the age they are selecting.
- A combination of individuals from school and public libraries for the school aged programs
- A group of Public Library professionals for the Evergreen program

- Those on the committee are expected to make a firm commitment to be fully participating members of the committee
- Full participation involves ensuring all books will be reviewed and that the final minimum selection required will be his or her responsibility in conjunction with the rest of the core group

**Resources and budget:**

- Teleconference/Video conference requirements
- One face-to-face meeting
- Return and routing of review copies is covered by the official wholesaler (as per contract with OLA)
- Committee members must submit an expense form to official wholesaler on or before the due date set

**Timelines**

The timeline for each Award varies due to the reading demands for each program. Below is the schedule of reading:

- Blue Spruce – April to June
- Silver Birch Fiction – January to August
- Yellow Cedar – December to July
- Red Maple – October to August
- White Pine – October to August
- Le prix Peuplier – July
- Le prix Mélèze – March to August
- Le prix Tamarac – March to August
- Evergreen – February to December

The Final lists for the school-aged programs are announced on October 15<sup>th</sup> and Evergreen is announced annually during Super Conference.

**Type of Committee:**

- Standing Committee** (responsible for a specific program or function)
- Task Forces** (time-limited tasks on a specific topic)
- Action Groups** (development of a limited program or activity)

**Term of Appointment:**

Each committee member needs to reapply every year to ensure that they are active OLA members and are agreeing to the conditions of the committee. Some of the committees are more onerous, so the OLA staff and Chairs need to ensure that all committee members are able to meet the demands. The average commitment is usually three years.

*Updated July 2020*