

HAISLN Recommended Reading List Guidelines

Committees

1. Committees should hold meetings 2 or 3 times.
2. Keep attendance records at meetings.
3. Committee chairs should communicate with one another in order to resolve title overlaps before the final deadline. The editors may call a meeting to expedite this.
4. Final deadline to submit grade level lists to the editor: February.

Book Selection

1. Choose age-appropriate titles. The list is primarily used as a summer reading list, meaning that the 5th grade list is geared for students just finishing 4th grade, for example.
2. Every new title added should have been read and recommended by at least two members of HAISLN. Recommending librarians should cite standard reviewing sources when submitting titles to be voted upon by the committee.
3. Each member of HAISLN relies upon the good judgment of fellow members. When an inappropriate title slips through, each of us faces the potential problem of a challenge.
4. No list should exceed 100 titles or 50 titles per grade, whichever number is most appropriate.
5. Check to be sure all titles currently on the list are still in print and/or readily available in libraries.
6. Balance:
Strive for a balance between current and classic titles.
Strive for a balance between fiction and nonfiction.
Strive for a balance between books with appeal for boys and girls.
Consider sports, fantasy, science fiction, biography, humor, poetry, multicultural, drama, math/science, etc.

Copyright law permits the use of CIP for our annotations. Since the purpose of our annotations is to encourage readers, it may be rewritten to be as descriptive and enticing as possible while being brief.

Format

1. Use any version of Microsoft Word dated 2003 or higher. If the committee chair does not have one of those versions, someone else on the committee should be appointed to make changes.
2. Do not change the font, margins or hanging indent format on the document you receive.
3. DO update the publication year in the header of your document.
4. Each committee's list should be carefully proofread (preferably by more than one person) before submission to the editor.

Titles Added & Deleted

1. For each title added, please use the *New Title* form.
2. You do not need to send the editors a list of deleted titles.