

Book Award Committee Guidelines

The following guidelines are set down to provide guidance for the selection process and to facilitate a smooth transition on the Awards Committee from year to year:

Each year a maximum of six (6) awards will be given. There are no set categories.

For a title to be eligible, the author and/or illustrator must live in the five-state PNBA region (Washington, Oregon, Idaho, Montana and Alaska), or in British Columbia, and the book must have been published between October 1 of the previous year and September 30 of the current year. The only other criterion for consideration is the quality of the work. At the discretion of the Committee, an award may be given honoring efforts in publishing, illustration, or for a body of work.

Authors of each award-winning book will receive a commemorative plaque from the PNBA and each award-winning book will be advertised by the PNBA in *Footnotes*, Northwest Book Lovers.org, and in other media as appropriate, and by our participating member stores, as much as possible.

The deadline for submissions shall be September 30 each year. Receipt of copies of the nominated books by the members of the Committee is the only way to nominate a book. Books must be received by the members of the Awards Committee by September 30 to be eligible for consideration of an Award.

A Short List of preliminary finalists will be selected by the Committee as soon as possible after the fall show, and the Short List will be provided to PNBA staff for distribution to our bookstore members and the media to promote during the Holiday Season. The final Winners will be chosen by the Committee by early December and announced by PNBA staff as early in January as possible.

Members serve on the Awards committee for a term of three (3) years.

A new Committee Chair will be proposed by the Committee Chair in consultation with the Executive Director as soon as possible after the final meeting of the Committee each year. Outgoing committee members are encouraged to submit the name and contact info of a possible replacement for consideration by the committee at their fall meeting. New members will be proposed by the Committee chair and PNBA staff, from a list of candidates provided by staff and the outgoing committee members. New members will be selected with an eye toward providing as much “balance” on the committee as possible, including diversity of store size and type, geographic location, male/female representation, etc. The Board of Directors will approve the new Committee members, and the new Chair, as early as possible each year.

The committee chair should, whenever possible, be a PNBA board member, so that s/he can personally provide Committee reports at board meetings and can more easily coordinate Award Committee activities with the Executive Director. The Committee Chair should serve in that capacity for two (2) years, if possible.

[This current version of the Book Award Committee Guidelines was approved by the BoD in January 2015. No changes may be made to the Guidelines without the approval of the PNBA Board of Directors.]