**Guidelines for Participation in the 44th Annual**

**Massachusetts Children’s Book Award Program**

**Sponsored by Salem State University**

**2020 MCBA, 2019-2020 School Year**

1. The school principal or head librarian should support the children, teachers, and librarians in their participation in the Massachusetts Children’s Book Award Program. Participating teachers and librarians should devote a reasonable amount of time to activities that will promote the award program.
2. Public librarians may facilitate the MCBA program for home-schooled children and for children whose schools do not participate in MCBA. Branch libraries within one city or town should appoint one person to be program coordinator, to receive the information from SSU, and to share the information with librarians at other branches who wish to participate.
3. The school or library should have available for circulation as many of the titles on the nominated list as possible.
4. Children in grades 4, 5, and 6 are eligible to vote if they have read, or have heard read aloud, at least five of the books from the 2020 MCBA Book List.
5. Participating teachers or librarians will encourage every eligible child to vote for their favorite book and will tally the class or library votes and submit them to the coordinator, who may be the librarian, the reading specialist, or another person delegated to assume this responsibility. *Note: Only final votes for a favorite, one per child, are sent to Salem State University (no rankings).*
6. The coordinator will submit the Official OnlineBallot to Salem State University via the link available on the MCBA site https://elearning.salemstate.edu/courses/1219529, Rose Magliozzi’s wonderful blog <https://massachusettschildrensbookaward.blogspot.com>, or the SSU website <https://www.salemstate.edu/academics/school-education/community>. (If only one classroom teacher in a school participates, the teacher will register and submit their own tally to SSU.) *Note: If the coordinator is working with multiple schools or libraries, they should submit an Official Ballot for each location. Submission by location ensures that a certificate is sent for each participating school or library.*
7. Coordinators no longer need to register to participate.
8. The link to the Official Ballot and the printable School Ballot will be posted on the website by Friday, January 30, 2020. *Google Docs will close the Official Ballot at 11:59 p.m. on Friday, March 13, 2020.* If you are unable to access the ballots, please email mcba.reading@gmail.com.
9. The *2020 MCBA winner and honor books will be announced on the website on Monday, March 30, 2020***.**
10. Each participating school will receive a certificate of participation with the name of the winning book selected by the children as the winner of the 2020 Massachusetts Children’s Book Award.

For further information about the Massachusetts Children’s Book Award, please contact Dr. Cami Condie at Salem State University at (978) 542-2185 or email mcba.reading@gmail.com.