

Battle of the Books

Responsibilities of the MHLs Battle of the Books Question Editing Sub-Committee

Responsibilities of MHLs Battle of the Books Sub-Committee Members:

- Sub-Committees include: Question Editing, Volunteers, Facility, Publicity/Promotion; Each sub-committee will have 3 to 4 members.
- Fully participate in sub-committee activities by attending meetings and conducting business by telephone and written communications.
- Be aware of, and able to discuss pertinent issues.
- Designate a Chair to report actions and achievements by the sub-committee at committee meetings.

Sub-committees

Each member of the Battle of the Books committee who is not the current Chair, Vice Chair, Treasurer or Website Administrator must be a member of one of the sub-committees. Sub-committee sign-ups will take place in December after the participating library commitment form has been submitted.

In the event there are not enough positions for all participating libraries in that year, those individuals without an assignment will serve on a sub-committee the following year. All members must serve on a sub-committee at least one of every two years.

Each sub-committee will consist of no less than three members but not more than four unless the number of participating libraries does not equal the amount needed to maintain this standard. Committee members may be a member of more than one sub-committee only if all participating members have been assigned to a sub-committee.

Each sub-committee will be appointed a Chair. The Chair of each sub-committee is responsible for: directing the group according to the timeline, reporting progress of ongoing projects, equally distributing assignments amongst sub-committee members and keeping an electronic record of procedures and findings to pass on to the next Chair.

Question Editing Sub-committee

- Responsible for facilitating the collection of edited questions from book editors,
- further editing and refining the pool of questions,
- distributing local questions to participating libraries,
- creating rounds for the regional event.
 - **This sub-committee will also include the 12 question writers.**
 - Each volunteer will be assigned four (4) books
 - 25 questions must be written for each title
 - Questions must be submitted via the online form found on <http://mhbattleofbooks.org/> by May 1.
 - **This sub-committee will also include the 8 book editors.**
 - Book editors are responsible for collecting and editing questions for their designated book title,
 - following up with libraries about submission and quality of questions,
 - dividing questions into Local and Regional pools,
 - sending completed questions to the Chair of the Question Editing sub-committee.

Timelines

Sub-committee

September – After Regional Event

- Gather input about the event
- Gather input from Book Editors

Book Editors

September – After Regional Event

- Share relevant input that may create changes to question writing to Question

Battle of the Books

Responsibilities of the MHLs Battle of the Books Question Editing Sub-Committee

Sub-committee

Book Editors

Editing Sub-committee Chair

October [Meeting]

- Share relevant input that may create changes to event structure

October [Meeting]

- N/A

November

- N/A

November

- N/A

December [Meeting]

- Select subcommittee Chair

December [Meeting]

- N/A

January

- Finalize committee members. All information from the previous subcommittee should be transferred to the new Chair. Determine number of questions needed for regional event.

January

- Finalize Book Editors

February [Meeting]

- Supply website administrator with updated question writing guidelines including number of questions that need to be written.

February [Meeting]

- N/A

March

- Assistance as needed

March

- N/A

April

- Assistance as needed

April

- N/A

May [Meeting]

- Questions due from writers by May 1

May [Meeting]

- Questions due from writers by May 1
- Website administrator sends questions to book editors, first week in May
- Book editors look for duplicates and refine questions

June

- Edited questions sent to subcommittee Chair June 1; second round of editing begins

June

- Edited questions sent to subcommittee Chair by June 1
- Record any insights or challenges about the process; to report in September

July

- Local questions sent out by July 1

July

- N/A

August [Meeting]

- Regional questions grouped, printed, rounds created.

August [Meeting]

- N/A

September - Before Regional Event

September - Before Regional Event

Battle of the Books

Responsibilities of the MHLS Battle of the Books Question Editing Sub-Committee

Sub-committee

- Regional questions delivered.

Book Editors

- N/A

Question Writers

September – After Regional Event

- Share relevant input that may create changes to question writing to Question Editing Sub-committee Chair

October [Meeting]

- N/A

November

- N/A

December [Meeting]

- N/A

January

- Finalize Question Writers

February [Meeting]

- Question Writing begins

March

- Question Writing Continues

April

- Question Writing Continues

May [Meeting]

- Questions due from writers by May 1 via online form.

June

- N/A

July

- N/A

August [Meeting]

- N/A

September - Before Regional Event

- N/A