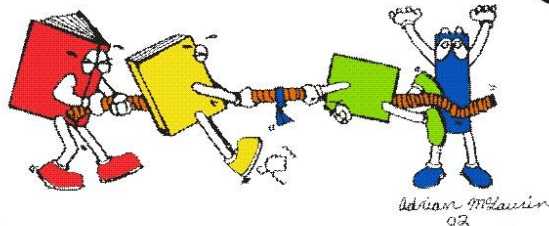


NCSLMA MIDDLE SCHOOL BATTLE OF THE BOOKS MANUAL

**NORTH CAROLINA
BATTLE OF THE BOOKS**



PULL FOR YOUR TEAM

"In the case of good books, the point is not to see how many of them you can get through, but rather how many can get through to you."

Mortimer Jerome Adler

Sponsored by:

NCSLMA

North Carolina School Library Media Association

Revised June 2014

(Revisions appear in boldface type)



Preface

The purpose of this manual is to provide an orderly framework for conducting middle school Battle of the Books (BOB) competitions at every level. Each school, system, or region using this manual should meet together to share in the planning for system, regional, and/or state battles and to review the organization, procedures, and rules carefully.

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Chapter 1: Introduction



Philosophy

The purpose of the Battle of the Books program is to encourage reading by all students at the middle school level. Students, regardless of ability, are exposed to quality literature representing a variety of literary styles and viewpoints by prominent authors in the area of young adult literature. The game format creates interest and excitement in reading. Through the fun and excitement of the competition, students improve reading skills, mature in their choices of reading materials, and acquire a broader knowledge base. Even during the height of the competition, students and coaches should remember that the goal is to READ, not necessarily to win!



History

North Carolina's Battle of the Books can be traced back to a public radio program in Chicago in the 1940s originated by Ruth Harshaw. Librarians exposed to the original show reconstructed the game to encourage reading today.

Michael Leonard, an Illinois native, first introduced the contest in Onslow County when he accepted the position of Children's Librarian for the Onslow County Public Library. His rationale for placing it at the sixth grade level was the dearth of activities in the public library and in the public schools for this aged child. In 1981, Onslow County Public Library sponsored the first North Carolina Battle of the Books contest for sixth graders.

The North Carolina Association of School Librarians assumed sponsorship of Battle of the Books in 1991. In 2000, the North Carolina School Library Media Association (NCSLMA) became a sponsor of Battle of the Books, and independent schools became a region for competition. The first state competition of Battle of the Books was held in 2001-2002. NCSLMA coordinates the program on a statewide basis.

In 2013, the NCSLMA Executive Board agreed to partner with the NC Association for Scholastic Activities (NCASA). NCASA member schools can now add points toward the Middle School Cup for participation in Battle of the Books.

Chapter 2: Organization

Middle School Battle of the Books is organized locally by the participating school system, regionally by a regional committee, and statewide by NCSLMA.



Responsibilities of System and/or Regional Committees

In addition to the primary responsibilities below, these committees are also responsible for coordinating awards, officials, publicity, and the competition sites. Meetings are held as needed for organizing the Battle of the Books program.

Primary Responsibilities of System and/or Regional Committees

1. Promote and organize a Battle of the Books reading incentive program for students in grades 6-8.
2. Schedule planning meetings for schools and/or school systems that plan to participate in the program.
3. Record and distribute minutes to each school system and/or participating school.
4. Provide information to new participants.
5. Conduct an evaluation of the program to make recommendations for revisions.
6. Appoint coordinators to the following areas of responsibility: Awards, Officials, Publicity, and Site.

Awards

The State BOB Committee will provide certificate masters for both system level and regional battles. It is suggested that the regional awards be Olympic-style medals: gold for members of the first place team, silver for members of the second place team and bronze for members of the third place team. System level awards could be a traveling plaque or trophy.

1. Certificate masters may be downloaded from the NCSLMA website.
2. Funding for awards at the system and regional levels is the responsibility of participating schools and regions.

Officials

Each system and regional coordinator will contact and secure all officials and advise the officials of their duties. The officials for the Battle should be knowledgeable of and have an interest in young adult literature. No student officials are permitted.

1. Secure three (3) judges whose duties are to:
 - a. Monitor behavior of competing teams (one designated judge).
 - b. Supervise team rotation (one designated judge).
 - c. Validate all answers (one designated judge).
 - d. Make decisions regarding challenges to procedures, questions, answers, or time. Judges will confer before reaching a decision.
2. Secure one (1) moderator whose duty is to:
 - a. Review rules and questions before competition begins.
 - b. State team member's name; read each question; again state team member's name to indicate beginning of time. Moderator may repeat question, if requested.
 - c. Confirm correctness of answer (subject to validation by judges).
 - d. Announce scores at the end of each round.
3. Secure two (2) scorekeepers whose duties are to:
 - a. Post a score for each team point.
 - b. Post scores at each round completion on score chart and/or an electronic scoreboard.
 - c. Change team names at end of each round (if applicable).
4. Secure two (2) timekeepers whose duties are to:
 - a. Signal end of 20 seconds if answer has not been initiated by team.
 - b. Signal end of 10 seconds if answer has not been initiated by team.
5. Secure two (2) ushers whose duties are to:
 - a. Distribute programs.
 - b. Supervise traffic at door(s).
 - c. Assist with seating.

Publicity

This area of responsibility provides information regarding Middle School Battle of the Books. It is recommended that a representative from each participating school or school system participate in publicity.

1. Collect photographs and articles from participating schools.
2. Write articles for media/education publications.
3. Compile archives (notebook) of activities, mailings, minutes, etc.
4. Compile and distribute contest program.
5. Participating schools or systems may download the middle school Battle of the Books manual from the NCSLMA website.

Site

This area of responsibility provides coordination at the site chosen for the Battle of the Books.

1. Prepare tables and chairs for contestants, judges, timekeepers, speakers, scorekeepers, and coordinators.
2. Obtain materials and facilities needed for the contest.
3. Provide a copy of each book from the official list for use by team members and judges in resolving challenges.



Responsibilities of the State Battle of the Books Committee

The State Battle of the Books Committee consists of a chair and representatives from each region of the state. The regional representatives serve as regional liaisons with the State Committee. In addition to the primary responsibilities listed below, this committee is also responsible for coordinating awards, officials, publicity, and the site for the State Middle School Battle of the Books competition. Committee members will participate at their own expense except for lodging as provided by NCSLMA guidelines.

Primary Responsibilities of the State Committee

1. Develop an official booklist by the end of February each year.
 - Determine number of books to be on list.
 - Collect suggestions for titles from interested persons and participating schools.
 - Check availability of titles.
 - Select books for booklist.
 - Distribute and publicize booklist.
2. Create and edit questions.
3. Compile and distribute questions for system, regional, and state competitions.
4. Design and make available certificates for system, regional, and state competitions.
5. Organize and direct the Battle of the Books state competition.
6. Revise Battle of the Books Manual, as needed.
7. Evaluate the Battle of the Books state competition.

Chapter 3: Procedures



NCSLMA Guidelines for Participation in Middle School Battle of the Books

The North Carolina School Library Media Association is an affiliate of the American Library Association. As such, we seek to further the mission of promoting the highest quality of library and information services and public access to information to school library media professionals in the state of North Carolina. In this role, we sponsor programs such as the Battle of the Books as a service to our constituents: school library media coordinators and the students in their individual school districts. The promotion of this program serves our goals to encourage reading by all of our students and the development of exemplary school libraries.

Eligibility Guidelines for Participation

All guidelines must be met to participate in the Middle School Battle of the Books program. The participants must be:

1. A public, charter, or independent school recognized by the North Carolina Department of Public Instruction with students in grades 6-8 for the current year of participation.
 - Charter schools will be treated as a separate school system within their respective regions. (All participating charter schools within each Regions (1-8) will compete with each other to determine the charter school representative at their appropriate regional competition.)
 - Independent schools will compete in Region 9.
2. A school with a media center that:
 - Has a catalogued collection of information resources;
 - Is in a designated space on the site of the school;
 - Has an annual materials budget;
 - Is open and staffed a minimum of 20 hours per week by a licensed on-site School Library Media Coordinator.
3. School Library Media Coordinator is a current NCSLMA member.
4. School Library Media Coordinator must directly supervise, administer and coach the Middle School Battle of the Books team but MAY designate other school employees to assume specific duties.

General Guidelines

1. All those participating must be a full-time student in grades 6-8, attending a public or independent school for which they are enrolled for the current school year.

Chapter 3: Procedures

2. Each team must have at least one Battle of the Books (BOB) coach who is employed on-site as a licensed School Library Media Coordinator.
3. Each school system may send only one team to the regional competition and each region may send only one team to the state competition.
4. Teams must not exceed the maximum number of 12 members. There is no minimum number. No substitutions will be accepted once the team roster has been submitted to the Regional Coordinator.
5. The BOB Committee has the authority to refuse to allow a team to participate in the event of unsportsmanlike behavior or other extenuating circumstances.
6. In the event of a situation that is not specifically addressed in the BOB rules, THE DECISION OF THE JUDGES IS FINAL.
7. At competition, teams are encouraged to wear BOB team or school shirts; however, shirts should not display the titles or authors of books on the current middle school BOB booklist.
8. Appropriate attire is required.



System Level

Teams will compete at their own expense (Considerations: food, substitute teachers, transportation, if needed).

Coaches

1. School Library Media Coordinator must directly supervise, administer and coach the Middle School Battle of the Books team but MAY designate other school employees to assume specific duties.
2. Provide books for the students to read.
3. Organize school program (during lunch, club periods, after school, during designated reading classes, etc.).
4. Provide coaching sessions.
5. Select team members.
6. Send compliance form to system level coordinator by the published deadline.
7. Read the books.
8. Assist with practice question preparation.
9. Model good sportsmanship.

Participants

1. Must be students in grades 6-8, attending a public or independent school for which they are enrolled full-time for the current school year.
2. Read books and prepare for competition.
3. Practice teamwork and good sportsmanship.
4. Attend practice sessions.
5. Write practice questions (optional).

Coordinator

1. Select date, time, and place for system competition.
2. Organize the contest. Invite judges, timekeepers, scorekeepers, moderator, and ushers to participate.
3. Secure questions from the State Battle of the Books Committee.
4. Meet with the coaches prior to the competition to review rules and organize participants.
5. Meet with the judges prior to the competition to review rules, questions and answers.
6. Provide any requested materials and facilitate the resolution of any challenges.
7. Prepare and present the certificates to the participants.
8. Prepare the packets of contest materials (nametags, name cards, programs, etc.).
9. Invite public library staff members to assist with the competition (optional).
10. Ensure that each judge has access to assigned books and questions during the competition.

Contest Procedures

No student officials are permitted.

1. Judges (3)
 - a. Monitor behavior of competing teams (one designated judge).
 - b. Supervise team rotation (one designated judge).
 - c. Validate all answers (one designated judge).
 - d. Make decisions regarding challenges to procedures, questions, answers, or time. Judges will confer before reaching a decision.
2. Moderator (1)
 - a. Review rules and questions before competition begins.
 - b. State team member's name; read each question; again state team member's name to indicate beginning of time. Moderator may repeat question, if requested.
 - c. Confirm correctness of answer (subject to validation by judges).
 - d. Announce scores at the end of each round.

3. Scorekeepers (2)
 - a. Post a score for each team point.
 - b. Post scores at each round completion on score chart and/or electronic scoreboard.
 - c. Change team names at end of each round (if applicable).
4. Timekeepers (2)
 - a. Signal end of 20 seconds if answer has not been initiated by team.
 - b. Signal end of 10 seconds if answer has not been initiated by team.
5. Ushers (2)
 - a. Distribute programs.
 - b. Supervise traffic at door(s).
 - c. Assist with seating.

Suggested Materials and Site Considerations

1. Materials
 - a. Electronic or manual scoreboard
 - b. Easels (2) Provide space for team names
 - c. Team member name cards (bold, legible print to be easily read at a distance)
 - d. Team name card stating the name of the school and/or the school system (for regional competition)
 - e. Desk bell (used by the timekeeper to signal the end of the 20 seconds)
 - f. Stopwatches (2)
 - g. Certificates and awards
 - h. PA system
 - i. Printed programs
2. Site Considerations
 - a. Area large enough to seat the teams, contest officials, and the audience
 - b. Reserved section for the teams and the coaches (optional)
 - c. Suggested physical arrangement for the contest (See Appendix D)
 - d. Other considerations:
 - parking
 - bathrooms
 - water fountains
 - temperature control
 - lighting
 - acoustics
 - PA system
 - water by the podium for the moderator
 - breaks as needed
 - snacks and/or lunch
 - refreshments for officials (water, mints, etc.)



Regional Level

Teams will compete at their own expense (Considerations: food, substitute teachers, transportation, and lodging, if needed).

Middle School Battle of the Books Regional Committee

1. Announce the date, place, and time.
2. Request questions from the identified State Battle of the Books committee member.
3. Secure the team information from the system level coordinators.
4. Publicize the event.
5. Evaluate the competition.

Regional Coordinator

1. Serve as liaison between the system and state levels as a member of the State Battle of the Books Committee.
2. Facilitate the Regional Battle of the Books Committee.
3. Collect and disseminate relevant forms and information.

Contest Procedures

Same as the system level procedures.

Materials and Site Considerations

Same as the system level materials and facilities.



State Level

Teams will compete at their own expense (Considerations: food, substitute teachers, transportation, and lodging, if needed).

State Middle School Battle of the Books Committee

1. Announce the date, place, and time of the state competition.
2. Collect and organize prizes and awards.
3. Prepare certificates for regional BOB participants.
4. Secure the team information from regional BOB coordinators.
5. Publicize event and set up recognition ceremony.

Contest Procedures

Same as the system and regional levels with the following changes:

- Judges (6)
- Scorekeepers (4)
- Timekeepers (4)
- Ushers (4)

Materials and Site Considerations

1. Materials
 - a. Electronic or manual scoreboard
 - b. Easels (2) in order to provide space for team names
 - c. Team member name cards (bold, legible print to be easily read at a distance)
 - d. Team name card stating the name of the school and/or the school system (for regional competition)
 - e. Desk bell (used by the timekeeper to signal the end of the 20 seconds)
 - f. Stopwatches (2)
 - g. Certificates and awards
 - h. PA system
 - i. Printed programs
2. Site Considerations
 - a. Area large enough to seat the teams, contest officials, and the audience
 - b. Reserved section for the teams and the coaches (optional)
 - c. Suggested physical arrangement for the contest (See Appendix D)
 - d. Other considerations:
 - parking
 - bathrooms

- water fountains
- temperature control
- lighting
- acoustics
- PA system
- water by the podium for the moderator
- breaks as needed
- snacks and/or lunch provided by NCSLMA
- refreshments for officials (water, mints, etc.)
- donations and prizes

Chapter 4: Middle School State Battle of the Books Rules

1. A team will consist of a maximum of 12 members with 6 members allowed to play during a round. There will be no minimum number of players, and substitutions will be allowed between rounds only. Violation of this rule will result in a team's immediate disqualification from the competition.
2. Order of play will be pre-determined by the competition coordinator(s), with each team having an equal opportunity to receive the first question in a round.
3. A round will consist of 12 questions **at the state competition. District and regional rounds may consist of 6, 8 or 12 questions, at the discretion of the coordinator.**
4. The moderator will read each question once and will repeat it once upon the request of the team member assigned the question. (The clock will continue to run while the question is repeated).
5. The moderator will say the team member's name, state the question, and repeat the team member's name to start the time. Once a team member has been designated to answer the question, 20 seconds will be allowed to start the answer. The questions will be answered by team members in sequential order. The person answering may get help from his/her teammates within the 20-second time limit, but he/she may not confer until the moderator repeats the team member's name a second time. Once the answer has begun, no more conferring is allowed and a complete answer must be given.
 - a. If any coach or member of a team confers or appears to confer at an inappropriate time, or displays unsportsmanlike conduct, the team will receive a warning from the judges (see Appendix H).
 - b. Additional offenses will result in the offending team forfeiting its opportunity to respond.
 - c. The question will be read again and addressed to the next player in sequence on the opposing team as a rebound question. (Time will be 10 seconds and score for a correct answer will be two points).
6. Two (2) points will be awarded for each correct book title as it appears on the official booklist. Judges will disregard articles such as "a," "an," and "the" at the beginning of all titles. One (1) bonus point will be awarded for the name of the author as it appears on the official booklist. A team cannot earn bonus points for the author's name unless the title has been stated correctly.

Chapter 4: State Battle of the Books Rules

7. If a team fails to answer the question correctly within the allotted time, the question will be read again and addressed to the next player in sequence on the opposing team, who will have 10 seconds in which to begin the answer. The second team offered the question cannot confer until the question has been addressed to them or the team will forfeit its opportunity to respond. Points can only be earned for the title. The play will resume with the next question being directed to that same player.
8. Each team will compete with all other teams. The team having the highest cumulative score at the end of all rounds will be declared the WINNER. In the event of a tie, the tiebreaker rule will apply. (see below).
9. The coaches will accompany their teams and sit in the designated seats while their teams are competing. Except for tent cards and team posters, team members and coaches may not carry any materials into the designated competition area.
10. Conferences between team members and their coaches will be prohibited during rounds. However, conversation will be allowed during the interval between rounds and at scheduled breaks.
11. Challenges (to questions, answers, procedures, or time) will be handled in the following manner:
 - a. A team member or coach will raise his/her hand and call out "TIME" immediately following the action to be challenged and before the question is redirected or the next question is asked. Only team members and designated coaches will be allowed to challenge.
 - i. Coaches can only challenge time, scoring, or rotation. Question content may not be challenged by coaches.
 - ii. Participating team members may challenge procedural issues and content of the question directed to their team.
 - b. Challenges should not be based solely on pronunciation of title or author.
 - c. The coordinator will quietly confer with the team and report the concern directly to the judges, using the appropriate challenge form. (See Appendix F).

Chapter 4: State Battle of the Books Rules

- d. If a team challenges the correct answer that has been provided, the team will be given three minutes to locate verification. Timing should begin when the team is given the book and the judge says, "BEGIN TIME".
 - If verification is found, the points will be awarded.
 - If verification cannot be found in the allotted 3 minutes, the question will be redirected to the opposing team and play will resume.
 - During the verification process, the challenging team may confer. There should be no talking, conferring, or appearance of conferring by the opposing team.
 - Once the judges have reached their decision, the coordinator will relay the form to the moderator who will then announce the challenge and decision to the audience, and the battle will resume.
 - **THE JUDGES' DECISION IS FINAL.**
12. If there is audible prompting from the audience, the question will be disqualified.
13. There will be no entering or exiting the competition area during a round, with the exception of competition officials.
14. At the State Competition, neither team members or coaches may have copies of the Battle of the Books titles **IN ANY FORMAT**.
15. No videotaping is allowed.
16. To prevent distractions during the competitions, photographing is permitted before and after the competition but not during the competition.
17. Cell phones and all electronic devices must be turned off during the competition. No team member should have a cell phone or electronic device during the competition at any time.
18. The State Competition will consist of the one winning team from each region. Teams may only compete in one regional competition.
19. The tiebreaker round will consist of 12 questions. Scoring will start at zero. Rounds will continue until a winner is determined. If more than two teams are tied, each team will play each other, and the team with the highest cumulative score at the end of play will be the winner. (Points are not added to the cumulative scores from the preliminary rounds).

Chapter 5: Timeline

August 2014	Booklist Recommendations Website open to suggestions for next year's titles
August 2014 through September 2014	Join NCSLMA
September 2014 through October 2014	System Level planning School Level planning Regional organizational meeting Conduct staff and student orientations Prepare practice questions Begin reading
October 9-11, 2014	Attend NCSLMA Conference – Winston-Salem, NC
November 1, 2014	Complete electronic compliance form on NCSLMA website
November 2014 through December 2014	Read and practice with teams
January 2015	Organize system level contests, invite officials, select site, read and organize practice sessions
January 16, 2015	Booklist Recommendations Website closes
February 2015	Read and practice
February 2 – March 6, 2015	System Level competitions
March 2, 2015	New booklist announced by NCSLMA Middle School State Battle of the Books Committee
April 17, 2015	Final date for regional competitions
April 18, 2015	Final deadline to send lists of regional winners' team members to NCSLMA Middle School State Battle of the Books Committee Chair
May 2015 TBA	NCSLMA Middle School State Battle of the Books Competition at Evaluation form due at the conclusion of the competition.

Appendices

Appendix A: Guidelines for Question Preparation, Use, and Acquiring Questions

Overview for Question Preparation

1. After the booklist is finalized by the Middle School State Battle of the Books Committee, books are assigned to Middle School State Battle of the Books Committee members for reading and preparing questions.
2. Questions must be typed in the following format:
Question: In which book ...
Title:
Author:
Page number:
Book format:
3. Questions must be submitted to the Middle School State Battle of the Books Committee by the indicated date to be edited, duplicated, and distributed.
4. System and regional level participants in the Middle School Battle of the Books program will utilize questions provided by the Middle School State Battle of the Books Committee. The quality of questions is most important to good "battles." To maintain the integrity of the questions and the yearly competition, questions will not be distributed following the competition. Likewise, videotaping of the competition will not be allowed.
5. Practice and school level questions will be the responsibility of school coaches, and will not be supplied by the NCSLMA Middle School State Battle of the Books Committee.

Guidelines for Writing Questions

1. Begin each question with "In which book..."
2. Use present tense, if possible, and correct grammar.
3. Character names and names of major setting locations cannot be used. Proper names of places remote to a setting can be used. Example, if the main character lives in Georgia but has always wanted to visit Italy, the question could read: "In which book does a character save money to visit Italy?"
4. Type the title and author as they appear on the official booklist.
5. Type the page number for the answer.
6. Avoid using words from the title.
7. Refrain from obvious questions.
8. Avoid questions that can be answered by more than one title.
9. Review each question to ensure all the criteria have been met (Are questions clear, concise, and correct)?
10. Do not use information written by people other than the author. Epilogues, prologues, and notes written by the author will be used to write questions.

Suggested Use of Practice Questions

1. Type each question on an individual 3" by 5" card and file cards by book title.
2. Prepare question packets with a blank card on top for documenting which teams have completed a set.
3. Prepare a Battle of the Books center to encourage individual use.

Procedures for Acquiring Questions

The Regional Coordinator or designee shall:

- receive questions;
- distribute questions to System Level Coordinators; and
- discuss the policies and procedures associated with receiving, distributing, and securing questions.

Receiving Questions

- Questions will be delivered electronically via e-mail to the Regional Coordinator or designee.
- Regional Coordinators that are coaches must complete the *Designee Identification Form* and e-mail it to the designated State committee member.
- Fill in the Regional Coordinator or designee information on the System Level Question Request Form before sending it out.
- If a designee is assigned, notify System Level Coordinators of the change and explain why—*Regional Coordinators that have a team may not receive the questions.*
- Forward a copy of the System Level Request Form to each System Level Coordinator.
- Completed forms should be returned to the Regional Coordinator or designee.

Distributing Questions

- The Regional Coordinator or designee will distribute questions to the System Level Coordinator.
- Individual schools that are not part of a large school system (2 or more middle schools) and will not participate in a system level competition will NOT receive system level questions.
- Questions may not be used for practice or any other purpose except the competition.
- The Regional Coordinator or designee will determine the number of rounds to be distributed. The number of rounds sent will be determined by the number of teams competing plus six (6) extra rounds for tiebreakers and to cover other situations.
- Use the following table to determine the number of rounds each system will receive. Remember the number of rounds is based on the number of teams competing.

Number of teams	Number of rounds	Number of teams	Number of rounds	Number of teams	Number of rounds	Number of teams	Number of rounds
2	7	7	27	12	72	17	142
3	9	8	34	13	84	18	159
4	12	9	42	14	97	19	177
5	16	10	51	15	111	20	196
6	21	11	61	16	126		

Appendix B: Criteria for Booklist

The list of books for the upcoming year should be determined by the NCSLMA Middle School State Battle of the Books Committee by the end of February. The following criteria will be used in the selection of books:

1. Grade level/reading level to be balanced as follows:
 - 25% of the books above reading level
 - 50% of the books on reading level
 - 25% of the books below reading level
2. Interest level:
 - a. Consider a variety of plots, settings, and styles.
 - b. Select an equal number of books for boys and girls.
 - c. Consider a variety of subject areas: adventure, animal, fantasy, realistic fiction, science fiction, historical fiction, biography, folk literature, classics, North Carolina, etc.
 - d. Quality--select well-reviewed titles that are popular and will “stand the test of time.”
 - e. Availability--books must be currently available, preferably in paperback.
 - f. Only one book from a series can be included on the reading list in any given year.
3. Recommended selection guides for middle school collections will be used to select titles to be included on the Battle of the Books list, such as Booklist, School Library Journal, etc. Priority will be given to national award winning titles, such as Newbery Award, Coretta Scott King Award, etc.

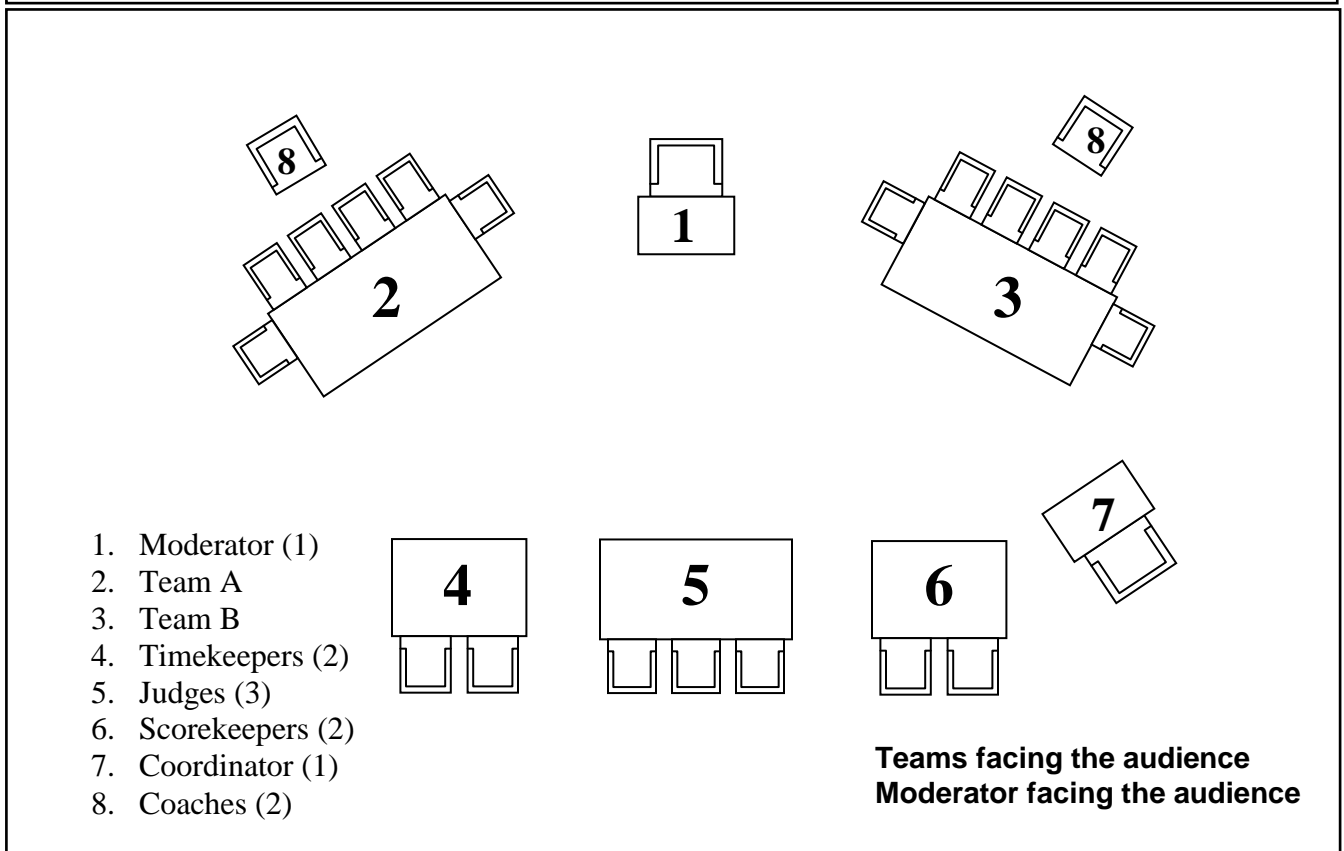
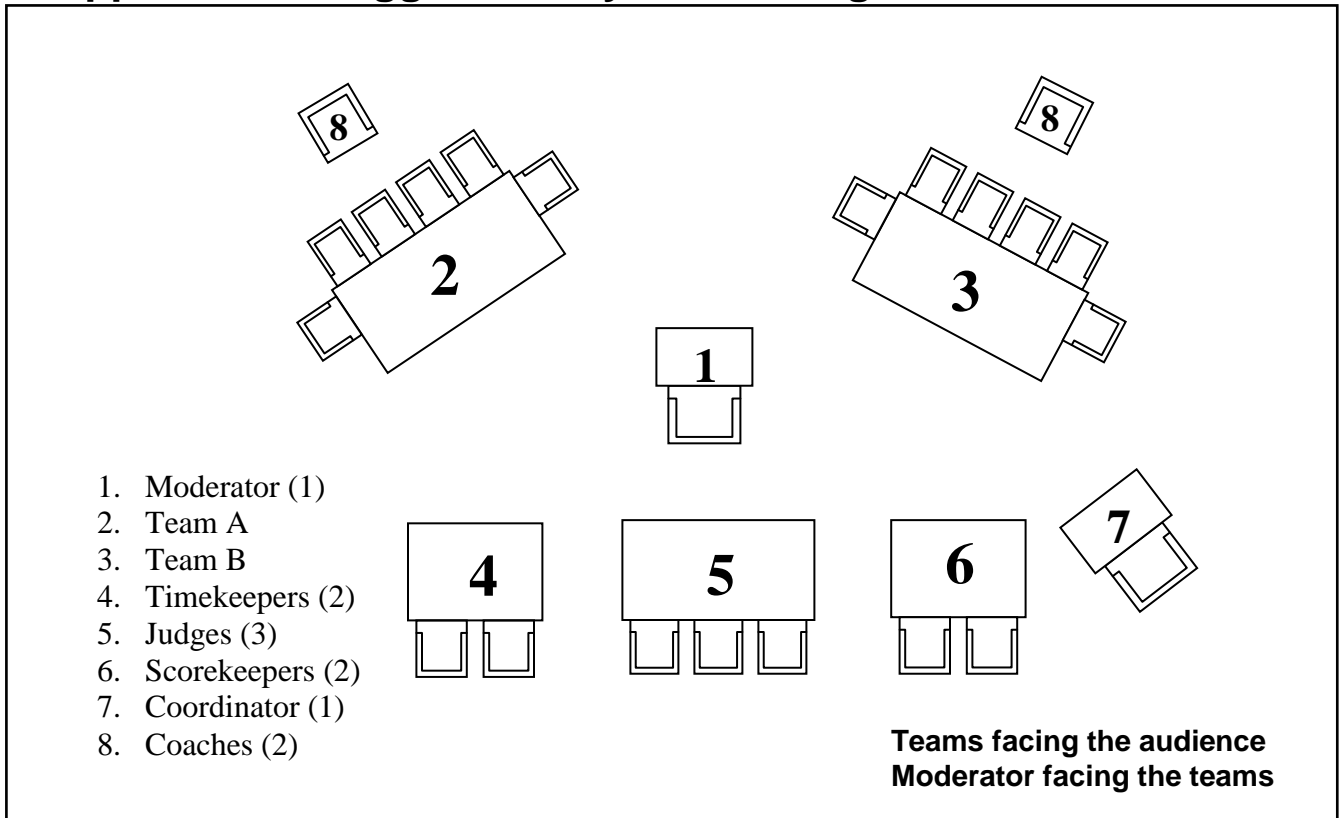
Responsibilities

1. Determine number of books to be on list.
2. Collect suggested titles from interested persons and participating schools.
3. Select books for booklist.
4. Check availability of titles.
5. Publicize booklist.

Appendix C: Promotional Ideas

1. Provide group orientations for students, staff, and parents.
2. Use "Battle" books for booktalks.
3. Make bookmarks using titles from the official booklist.
4. Make displays or bulletin boards publicizing the program.
5. Saturate school bulletins, school system newsletters, and other publications with program information.
6. Encourage teachers to read these books, or portions of them, aloud to students.
7. Sponsor contests to design book covers, bookmarks, etc.
8. Have students create displays using dust covers from the books.
9. Provide a variety of study guides of literature units that include games, crossword puzzles, "first line" quizzes, etc.
10. Create a large display, including title/author lists, participants' names, and spaces to chart each student's reading progress.
11. Create door covers of book titles.
12. Prepare a trivia game.
13. List your ideas. Publicize.
14. Utilize Web 2.0 to blog and wiki about books.

Appendix D: Suggested Physical Arrangement for Contest



Coach's chair MAY be in front of team facing audience.

Appendix E: Partnership

In many communities, students extensively use the services and materials of the public library and other community organizations in their Middle School Battle of the Books preparations. It is important; therefore, to establish positive links with the community in your area.

The following suggestions are ways that the community can help in your Middle School Battle of the Books program.

1. Provide copies of the "Battle" books.
2. Display Middle School Battle of the Books information (booklists, rules, promotional materials, prizes, etc.).
3. Host the school or system level competition.
4. Conduct practice battles.
5. Help advertise the program.
6. Serve as officials for the competition.

Appendix F: Challenge Form

System Level: ___ Regional Level: ___ State Level: ___

1. Challenging Team:

2. Challenge:

Question content

Same answer in another book

List book: _____

Page number: _____

Procedures

_____ Time

_____ Scoring

_____ Rotation

Judges' Decision:

Appendix G: Challenged Title Guidelines

Suggested Guidelines for a Challenged Middle School Battle of the Books Title

The NCSLMA Middle School State Battle of the Books Committee has set high standards and employed exemplary professional procedures in its selection of Middle School Battle of the Books titles. Since participation in the program is voluntary, the following guidelines are suggested for handling a challenged title:

1. Follow the local unit's policies and procedures for reconsideration of materials.
2. If the local unit votes to remove the book, it may be eliminated from the list.
3. The school or unit is still eligible to participate in any competition.
4. If several units in an educational region eliminate the same title from the list, a regional decision should be made for retaining or deleting the title for the regional/cluster competition.
5. The NCSLMA Middle School State Battle of the Books Committee reserves the right to make the final decision for removing any title handled by local reconsideration committees from the statewide list.

Appendix H: Warning Form

RULE: If any coach or member of a team confers or appears to confer at an inappropriate time or displays unsportsmanlike conduct, the team will receive a warning from the judges. Additional offenses will result in the offending team forfeiting its opportunity to respond.

Team/Coach Name	Round Number	Conferring Inappropriately	Unsportsmanlike Conduct

Appendix I: Samples of Middle School Battle of the Books Questions

1. In which book does a character hear the familiar sound “snick” as a door is being locked?

Skeleton Man
Joseph Bruchac
Page: 56
Paperback

2. In which book does a character state, “*Being a mother is like trying to hold a wolf by the ears*”?

Walk Two Moons
Sharon Creech
Page: 53
Paperback

3. In which book is an alarm set off just for fun?

Among the Hidden
Margaret Peterson Haddix
Page: 62
Paperback

4. In which book is a character washed out of the galley and overboard by a huge wave?

Castaways of the Flying Dutchman
Brian Jacques
Page: 39
Paperback

Appendix J: 10 Tips for Getting Started (Oops! 11)

1. **Budget \$ for B.O.B.**
 - Books
 - Competition Expenses
2. **“Buddy Up” with another school already doing B.O.B.**
 - Check with the regional coordinator to find another school
 - You’ll be surprised how helpful people are
3. **Invite an experienced B.O.B. person to your school**
 - They can talk to your P.T.O., administration, or other interested folks
4. **Visit an existing B.O.B. team**
 - Make plans to see their team in action
 - Make plans to “pick the coordinator’s brains”
5. **Involve other teachers such as AIG, LA, SS**
 - Encourage them to include these books on reading lists
 - Ask them to encourage students who may be interested
6. **Involve other people in the planning**
 - Parents are great!
 - Ask former students who’ve been involved in book competitions to talk to this year’s group.
7. **Creating Questions**
 - Share the responsibility with team members & interested parents
8. **Involve the Community**
 - Talk to the public librarian. Ask him/her to make the list available or even set up a section in the library for these books.
 - Talk to book stores and ask them to promote this cause.
 - Be a part of the 5th grade orientation and “spread the word” early.
9. **Build Your Team**
 - Spread the word on “In-school” TV or news programs
 - Organize school wide competitions
 - Ask teachers for student recommendations
 - Have snacks & treats on a regular basis
 - Occasionally organize an “off-campus” activity
10. **Added Incentives**
 - Work closely with classroom teachers
 - Find out if teachers are willing to do a grade or homework incentive
11. **Be Creative, Have Fun & Use Your Resources**
 - Use your own ideas for spreading the word or organizing a group!
 - Remember, your enthusiasm is contagious! If you’re excited, the kids will be!
 - Connect with your system or region and ask for help!
 - B.O.B. is a great way to share the love of reading!

ENJOY AND HAVE FUN!!!