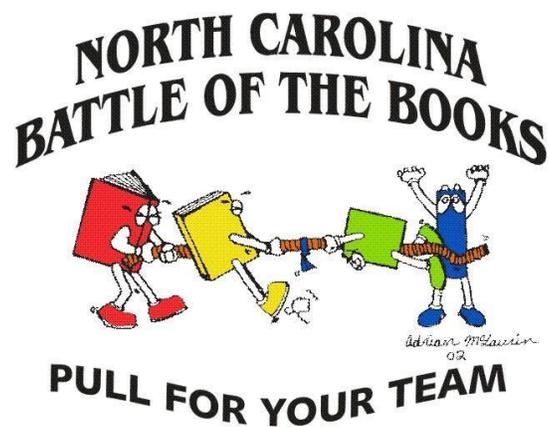


# NCSLMA HIGH SCHOOL BATTLE OF THE BOOKS MANUAL



"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*

**Updated August 2018**



# Preface

The purpose of this manual is to provide an orderly framework for conducting High 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 continued reading for enjoyment by all students at the high 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 2017, a committee was formed to develop Battle of the Books at the high school level. This year the competitions will be held at the district level as well. Regional competitions will be held where regional personnel are in place to organize and plan the event.

# Chapter 2: Organization

High School Battle of the Books is organized locally by the participating school system, regionally by a regional committee, and statewide by NCSLMA. Regional competitions will be held this year (2018-2019) in regions where personnel is in place to organize and plan the event.



## 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 9-12.
2. Schedule planning meetings for schools and/or school systems that plan to participate in the program.
3. Verify 076 licensure of participating coaches prior to competitions. Exception – Early and Middle Colleges that operate within a college campus AND students have access to the college or university library space and collection are exempt from this rule with committee approval.
4. Record and distribute minutes to each school system and/or participating school.
5. Provide information to new participants.
6. Conduct an evaluation of the program to make recommendations for revisions.
7. 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 high school 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 as written by the state committee; 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 the 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 to rebound 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 High 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 high 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 High 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. Verify 076 licensure of participating coaches. Exception – Early and Middle Colleges that operate within a college campus AND students have access to the college or university library space and collection are exempt from this rule with committee approval.
2. Develop an official booklist by the end of February each year.
  - Determine number of books to be on list (not to exceed 15 books).
  - Collect suggestions for titles from interested persons and participating schools.
  - Check availability of titles.
  - Select books for booklist.
  - Distribute and publicize booklist.
3. Create and edit questions.
4. Compile and distribute questions for system, regional, and state competitions.
5. Design and make available certificates for system, regional, and state competitions.
6. Organize and direct the Battle of the Books state competition.
7. Revise Battle of the Books Manual, as needed.
8. Evaluate the Battle of the Books state competition.

# Chapter 3: Procedures



## NCSLMA Guidelines for Participation in High 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 Requirements for Participation

All guidelines must be met to participate in the High 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 9-12 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 Region (1-8) will compete with each other to determine the charter school representative at their appropriate regional competition. (*Note: Regional competitions are projected to be in place for the 2018-2019 or 2019-2020 school year.*)
  - Independent schools will compete in Region 9.
2. A school with a media center that:
  - Is open and staffed a minimum of 20 hours per week by an 076 licensed on-site School Library Media Coordinator;
  - Has a catalogued collection of information resources;
  - Is in a designated space on the site of the school;
  - Has an annual materials budget.
  - Exception – Early and Middle Colleges that operate within a college campus AND students have access to the college or university library space and collection are exempt from this rule with committee approval.
3. School Library Media Coordinator is a current NCSLMA member. Extenuating circumstances (medical emergency, etc.) will be considered on a case by case basis by the State Committee.
4. School Library Media Coordinator must directly supervise, administer and coach the High School Battle of the Books team but MAY designate other school employees to assume specific duties. Exception: Early and Middle Colleges that operate within a college campus are exempt and may use another teacher or staff member with committee approval. The Early or Middle College coach must be a current member of NCSLMA.

## General Requirements

1. All those participating must be a full-time student in grades 9-12, attending a public or independent school for which they are enrolled for the current school year.
2. Each team must have at least one Battle of the Books (BOB) coach who is employed on-site as **the 076** licensed School Library Media Coordinator. Exception: Early and Middle Colleges that operate within a college campus may have a teacher who serves as the coach with committee approval.
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. **Any other students must be sitting with the audience.**
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 **MUST NOT** display the titles or authors of books, or quotes from books on the current high school BOB booklist. **Only competing team members and coaches are permitted to wear team shirts at competitions.**
8. Appropriate attire is required.



## System Level

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

### Coaches

1. **The 076 licensed** School Library Media Coordinator **must directly supervise**, administer and coach the High School Battle of the Books team but MAY designate other school employees to assume specific duties. Exception: Early and Middle Colleges that operate within a college campus may have a teacher, who is a member of NCSLMA, who serves as the coach with committee approval.
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 9-12, attending a public or independent school in which they are currently enrolled as a full-time student.
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 to rebound 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 – 2018-2019 will begin for those Regions will personnel in place to organize and plan the event.*

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

### **High 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

*State Level competitions are not planned at this time.*

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

### **State High 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. Timekeeping devices (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: High 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 20second 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).

## Chapter 4: High School State Battle of the Books Rules

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.
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. **At the regional and state level** 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). Teams must compete in all of their scheduled rounds. If a team leaves prior to completing their scheduled rounds, all rounds in which they competed will be deleted from final scoring.
9. **At the state level**, the coaches will accompany their teams and sit in the designated **competition area** 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.

## Chapter 4: High School State Battle of the Books Rules

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).
  - 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.

## Chapter 4: High School State Battle of the Books Rules

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, coaches, nor audience members may have copies of books on the current Battle of the Books list IN ANY FORMAT.
15. To prevent distractions **and maintain the integrity of the competition, no video or audio recording is allowed at any time.** Photographing is **only** permitted before and after the competition.
16. Cell phones, **laptops or tablets, and all other** electronic devices must be **powered** off during the competition. **With the exception of officials, no one present in the competition room should have a visible cell phone, or electronic device during the competition at any time.**
17. **No team members should have a cell phone, timing device (including watches), or other electronic device during competition.**
18. **The Regional Competition will consist of one team from each district competition.** 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

July 2018	Booklist Recommendations Website open to suggestions for next year's titles
August 2018 through October 2018	Join NCSLMA
September 2018 through December 2018	System Level planning School Level planning Regional organizational meeting Conduct staff and student orientations Prepare practice questions Begin reading and select team
October 3-5, 2018	Attend NCSLMA Conference – Winston-Salem, NC
November 1, 2018	Complete electronic compliance form on NCSLMA website
January 2019	Organize system level contests, invite officials, select site, read and organize practice sessions
January 18, 2019	Deadline for Districts to request questions for competitions. <i>This deadline is firm. Requests after this date will not be honored.</i> Question will be distributed one week prior to the scheduled competition.
January 18, 2019	Book nominations for the 2019-2020 HBOB list due
February 1 – March 15, 2019	System Level competitions
March 18 – April 12, 2019	Regional Level competitions
March 30, 2019	New booklist announced by NCSLMA High School State Battle of the Books Committee

# Appendices

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

### **Overview for Question Preparation**

1. After the booklist is finalized by the High School State Battle of the Books Committee, books are assigned to High 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 High 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 High School Battle of the Books program will utilize questions provided by the High 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 High 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.
11. Keep questions as concise as possible so they are easy to understand when read aloud.
12. To the extent possible, write questions in active voice rather than passive. (This helps ensure questions are concise.) For example, "In which book does a strange wizard visit a character?" is preferable to "In which book is a character visited by a strange wizard?"
13. Refer to people in non-fiction texts as "characters" to avoid inadvertently distinguishing them from fiction texts. For example, "In which book is a character shot in Ford's Theater?" is preferable to "In which book is someone shot in Ford's Theater?"
14. If possible, phrase questions in a way that avoids revealing a character's gender. For example, "In which book does a character's distant uncle send a gift?" is preferable to "In which book does a character get a gift from her distant uncle?"
15. When including direct quotations from the book at the end of a question, ensure question marks are placed correctly.
  - If the direct quote from the book itself ends in a question, then the quotation should appear in single quotes (apostrophes) and the concluding question mark should appear inside the final quotation marks. For example: "In which book does a character ask, 'What is your greatest fear?'"
  - However, if the direct quotation from the book is not a question, the question mark should appear outside the final quotation marks. For example: "In which book does a character write, 'All animals are equal, but some are more equal than others'"?

### **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

Use the process outlined below to acquire questions for a system or regional level competition. System- and regional-level coordinators are responsible for acquiring questions for their respective competitions.

1. The state HBOB committee disseminates the link to the online HBOB question request form.
2. The System or Regional Coordinator completes the online HBOB question request form by the deadline stated in that year's timeline. *Requests not received via the official form (e.g. made via email) and/or not made prior to the stated deadline will not be honored.*
  - a. System and Regional Coordinators will request a number of rounds sufficient for necessary rounds of play plus six (6) additional rounds to account for tiebreakers, extra questions, or other situations. Use the table below to determine how many rounds to request.

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		

- b. System or Regional Coordinators who are HBOB coaches must, through the appropriate space in the online question request form, designate an alternate person to receive questions.
3. The state Question Coordinator emails one PDF file containing the requested questions to the designated recipient (i.e. the System or Regional Coordinator or designee) one week prior to the competition date.
  - a. Questions may not be used for practice or any other purpose except the competition.
  - b. System and Regional Coordinators (or their designees) are responsible for maintaining the security of competition questions. No coach may have access to questions at any time, and all print and electronic copies of questions must be destroyed (e.g. paper copies shredded, electronic files permanently deleted) following competition.

## Appendix B: Criteria for Booklist

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

- 1. A variety of reading levels will be represented.**
2. Interest level:
  - a. Consider a variety of plots, settings, and styles.
  - b. Consider a variety of subject areas: adventure, animal, fantasy, realistic fiction, science fiction, historical fiction, biography, folk literature, classics, North Carolina, etc.
  - c. Quality--select well-reviewed titles that are popular and will “stand the test of time.”
  - d. Availability--books must be currently available.
  - e. Only one book from a series can be included on the reading list in any given year.
3. Recommended selection guides for high 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.
- 4. Book nominations will be accepted from the public through the NCSLMA website beginning July 1 of each year. Nomination period will close the Friday before Martin Luther King, Jr. Day.**

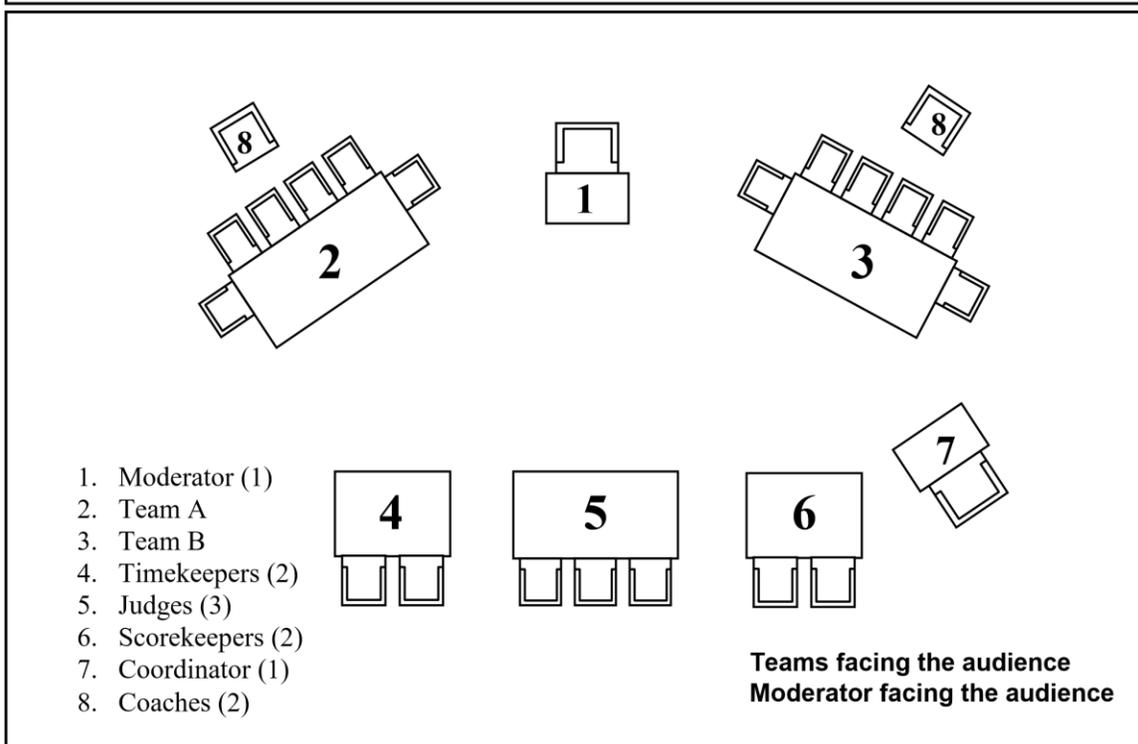
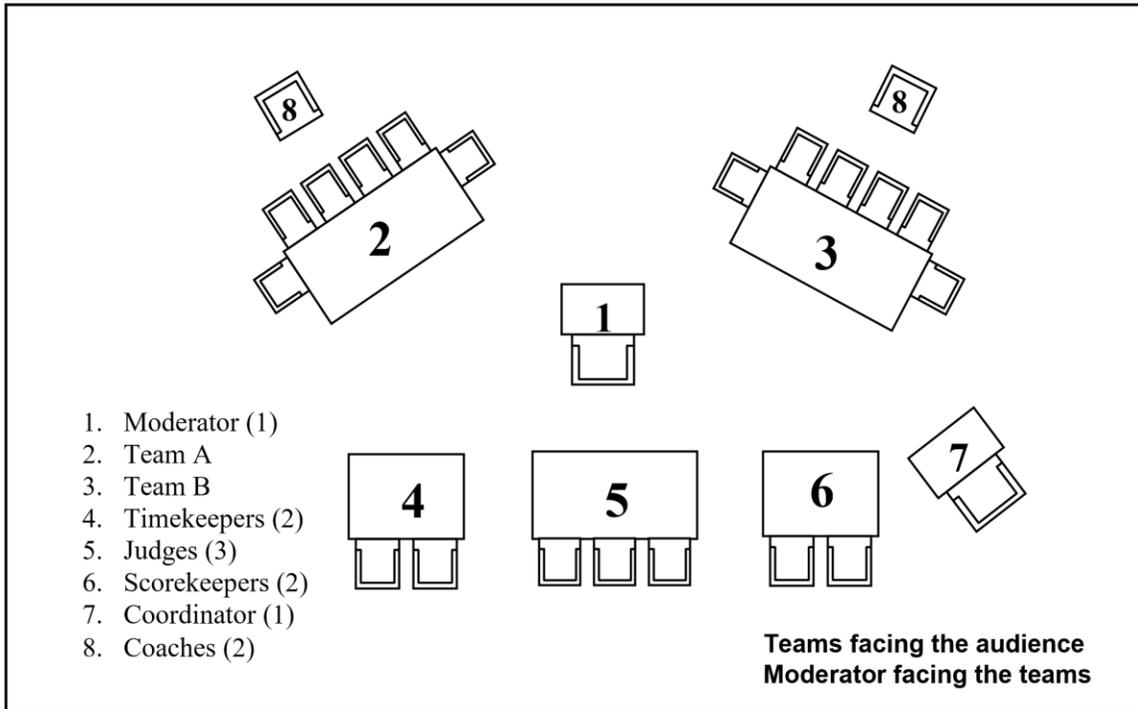
### **Responsibilities**

1. Determine number of books to be on list (maximum of 15).
2. Collect suggested titles from interested persons and participating schools.
3. Read and discuss nominated books.
4. Select books for booklist.
5. Check availability of titles.
6. 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 tools 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 High 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 High School Battle of the Books program.

1. Provide copies of the "Battle" books.
2. Display High 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:

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## 2. Challenge:

- Question content
- Same answer in another book

List book: \_\_\_\_\_

Page number: \_\_\_\_\_

- Procedures

\_\_\_ Time

\_\_\_ Scoring

\_\_\_ Rotation

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## Judges' Decision:

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## Appendix G: Suggested Guidelines for a Challenged High School Battle of the Books Title

The NCSLMA High School State Battle of the Books Committee has set high standards and employed exemplary professional procedures in its selection of High 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 **district's** policies and procedures for reconsideration of materials.
2. If the **district** votes to remove the book, it may be eliminated from their **district competition**.
3. The **district** is still eligible to participate in competition **at any level**. **However, questions at the regional and state levels will contain questions from all books.**
4. The NCSLMA High 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 I: Samples of High 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 5<sup>th</sup> 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!!!**

## Appendix K: Accommodating Students with Disabilities

All reasonable attempts to accommodate the needs of students with disabilities should be taken as long as those accommodations do not affect the integrity of the competition and are part of the students IEP or 504 plan. **Under no circumstances should the competition be video or audio recorded or broadcasted** (refer to Chapter 4, Rule 15).

Examples of possible accommodations may include:

- If a hearing-impaired student has an assigned sign language translator, time would start when the translator finishes the signing of the question.
- Students with documented speech impediments may bring with them a small dry erase board and marker. If judges cannot understand the spoken answer, the student may write the answer for clarity. Spelling should not be counted in determining correctness.