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# Henrietta Public Library Board of Trustees Minerva Campbell Literary Contest Committee Charge Statement

Adopted February 2024

Updated January 2025

## **Purpose:**

To oversee the annual literary contest sponsored by the HPL Board of Trustees and financed by the HPLFF.

## **Committee Responsibilities:**

- Review the contest timeline and rules with the HPL Teen Library Assistant
- Distribute paper copies of the contest rules to the Rush-Henrietta Senior High School, Burger Junior High School, and Roth Junior High School
- Collect the contest entries and deliver them to the Teen Library Assistant
- Recruit judges and coordinate selection of winning entries
- Verify with the appropriate school librarian that the work of the student is original and not used as a class assignment
- Present the awards

## **Structure and Composition:**

This is a standing committee of the board of trustees and will be chaired by a member of the board. The committee will meet as needed beginning in January of each year.

Committee members may include:

- HPL Board Members - the committee shall be chaired by a board member
- HPL Teen Library Assistant
- Volunteers from the community

## **Term:**

All members of the committee shall serve one-year terms, which may be renewable.

## **HPL Teen Library Assistant Responsibilities:**

- Review the contest timeline and rules with the committee chair

- Email the contest rules to the school librarians at R-H Senior High School, Burger Junior High School and Roth Junior High School
- Remove and save the cover sheets that have the name of the student, and number the entries and cover sheets, so the entries may be judged anonymously. Print copies of the entries for the committee and judges
- Coordinate with the HPLFF for the prize money
- Type the certificates for the winning students
- Arrange for a photograph of the winners at HPL
- Place the winning entries in a binder for the public to read at the library

#### Timeline:

- Oct/Nov - Review the rules and dates for the literary contest
- Jan - Deliver information to the school librarians, Email to school librarians
- Feb - Post information on HPL website/E newsletter

#### Contest Begins

- Mar - **Contest Ends** - Committee collects entries
- Teen Library Assistant numbers entries and retains cover sheets, also makes copies for judges and committee
- Committee takes entries to judges
- Apr - Judges and committee meet to select winning entries
- Committee takes winning entries to school librarian for verification
- May - High School winner names are sent to Career/Counseling Center. Certificates and letter of congratulations are typed.
- June - Committee member presents awards at the R-H Senior School, possibly at the Junior High Schools
- June/July - Photo session at HPL