

Library of Michigan
2018 Michigan Notable Books Program

APPLICATION TO PARTICIPATE IN AUTHORS' TOUR

Due at the Library of Michigan on **January 13th, 2018.**

Libraries may be assigned any of the participating authors based on availability. No one library is eligible for more than one author. If selected to host an author during the 2018 tour, I will be responsible for:

- Contacting the assigned author to schedule his/her visit to your library sometime between April 1st and June 30th, 2018 and confirming the date of the visit with the Library of Michigan by **February 16th, 2018**. All schedules should be received by the Library of Michigan by Friday **February 16th**. In the event that a time and date are not provided, the rescheduling of authors will begin automatically on the morning of Tuesday, February 20th, 2018.
- As necessary, coordinate dates with other libraries for an author traveling from out of state or a long distance within the state to ensure that he/she can complete the library visits in one trip.
- Promote the author's visit by: 1) contacting local media; 2) displaying MNB posters and bookmarks; 3) website and newsletters announcements; 4) other signage as available; 5) special displays; 6) other special activities possible, such as 'one book, one community' reading prior to the author's visit.

Each library will receive a mini-grant of \$100 to help cover costs of promoting the event and to mail mandatory evaluation forms. These funds are sent after the Library of Michigan receives the evaluation forms from participating libraries. The Library of Michigan Foundation will mail the honorarium to the participating authors. Expenditure of all mini-grant funds must be accounted for in your report to the Library of Michigan.

- Pay for accommodations for one night and providing transportation from/to nearest airport if requested by an author who is traveling a long distance.
- Work with a local bookstore (or other resource) to ensure that the assigned author's books are available for sale at the MNB event.

- Provide refreshments for the author as needed.
- Provide audio-visual and computer equipment if requested by the author.
- Invite MNB sponsors who have a presence in my community to attend.
- Introduce the author to the audience and verbally thanking the MNB sponsors for their support (content will be provided by the Library of Michigan Foundation)
- Seek partnerships in my community to ensure a good audience. Including contacting affinity groups, book clubs, schools, churches, retirement homes, etc.
- Complete a program evaluation and asking the audience to fill out a program survey. Return the evaluation and audience surveys promptly to the Library of Michigan within two weeks of my author's visit.

Please note, the Library of Michigan Foundation will mail the honorarium to the participating authors. All fiscal transactions for the Michigan Notable Book program are handled through the Library of Michigan's Foundation office.

Please sign this page indicating your full understanding and agreement with the program requirements and fax to:

Library of Michigan, Attn: Edwina Murphy, at 517-373-5700. Or mail to: Library of Michigan, Attn: Edwina Murphy, P.O. Box 30007, Lansing, MI 48909. If you have questions email murphy3@michigan.gov or call (517) 373-4376. Thanks!

Library: _____

Date: _____

Authorized Signature: _____

Print Name & Title: _____

Email: _____

Phone: _____

Why are you interested in hosting a MNB author?

Have you hosted a MNB author in the past?

___ Yes _____

If yes, when?

Top 5 author requests:

- 1.
- 2.
- 3.
- 4.
- 5.