

## Author Events Policy

### 1. Introduction

The purpose of this policy is to provide a clear framework for managing requests from local authors who wish to hold events and book launches at the Library.

The Library is committed to supporting local authors and fostering a love of reading in the community – but we must balance this support with the practical constraints of staff time and resources.

### 2. Policy Statement

Guernsey is blessed with a remarkable depth of literary talent. The Library values the contributions of local authors, and recognises the importance of supporting their voices. Where possible, this support may include the hosting of ‘Literary Festival style’ author events and book launches, organised by the Library and promoted through its communications channels.

However, due to the high volume of requests and our limited capacity, in most cases we are unable to host such events. This policy outlines the Library’s decision-making process around these event requests, and what alternative forms of support we can offer.

### 3. Conditions for Hosting Events

- a. **High Volume of Requests:** The Library receives numerous event requests from local authors. To manage this demand fairly, we must prioritise events that demonstrate significant community interest, and/or align with our strategic goals.
- b. **Staff Time and Resource Constraints:** The Library has limited staff and resources. Planning and hosting author events requires significant input from our staff, which often isn’t feasible given our existing commitments.

### 4. Support Options for Local Authors

As an alternative to hosting events, the Library can offer support in other ways:

- a. **Book Donation:** Authors are encouraged to donate a copy or copies of their book to the Library’s collection. Such books will be made available to the public, and may be promoted via our display shelves.

- b. Self-organised Events:** While the Library is generally unable to plan and organise events, authors are welcome to book one of our meeting rooms to organise events of their own, free of charge, provided they adhere to our Room Hire Policy. However, we ask that authors bear in mind that the capacity of these rooms is limited, and that Library staff are unable to help organise or set up the event in any way.

The Library is unable to promote such events, though authors are welcome to display a poster on our community noticeboard.
- c. Guernsey Literary Festival:** Library staff form part of the organising committee of the Guernsey Literary Festival, and can recommend local authors to appear at the Festival's popular 'Discovering Local Voices' event, held at the Library each year.
- d. Writers Groups:** The Library can signpost authors to local writing groups, including our own Writers Workshop where members read and share feedback on each others' work.

## 5. Procedure for Event Requests

- a. Submission:** Authors must submit a formal request at least 60 days in advance of the proposed event date. The request should include:

  - i. Author bio and contact information
  - ii. Book title, synopsis, and publication details
  - iii. Target audience
  - iv. Proposed event format, and preferred dates
- b. Review and Response:** The Library's Marketing Team will review submissions, and authors will be notified of their decision within 10 working days.
- c. Decision Criteria:** Priority will be given to events that:

  - i. Align with the Library's mission and strategic goals
  - ii. Demonstrate significant community interest or benefit
  - iii. Do not require excessive input from Library staff

The Library reserves the right to decline any request based on resource availability, scheduling conflicts, or alignment with Library policies, values, or goals.

Acceptance of an event does not imply endorsement of the author's work.

The Library is unable to help with the promotion or distribution of authors' books beyond what is outlined in this policy.

## **6. Review & Revision**

This policy will be reviewed annually to ensure it meets both the needs of the community and the Library's operational capacity. Changes will be made as necessary to reflect evolving needs and resources.

By setting these guidelines, the Library aims to balance support for local authors with the practical limitations of our operations, ensuring that we continue to serve the community fairly and effectively.

**Approved by:** Cornelia James (Chief Librarian)

**Date:** June 2024

**Date of next review:** June 2025