

**Newport Beach Public Library Foundation**  
***LIBRARY LIVE!***

**GUIDELINES FOR AUTHORS REQUESTING  
AN APPEARANCE IN THE PROGRAM**

Since 1995, *Library Live!* has brought leading authors, historians, artists and critics to the Newport Beach Public Library to discuss their work and contemporary culture. The programs are, as a rule, scheduled from September through May, excluding June, July and August. A list of past authors and speakers can be found on the Library Foundation website: [www.nbplfoundation.org](http://www.nbplfoundation.org).

Authors (or agents representing authors) who meet the criteria below and wish to be considered for the *Library Live!* series are encouraged to submit a request to the Program Coordinator at the Newport Beach Public Library Foundation.

**Speaker Criteria**

1. The featured book must have been published by a recognized and established publisher. We do not feature self-published books.
2. We do not feature “self-help” or instructional books.
3. We do not present motivational speakers.
4. Journalists will be considered if their work appears in major publications.
5. Author must not have spoken about the book or topic in the greater Newport Beach area within the previous six months and agrees to schedule no other events in the Newport Beach area within a month following his/her appearance.
6. Topic must be relevant to our audience.

**Selection Procedure**

If the proposal is appropriate for *Library Live!* and meets the above criteria, the program committee will review the materials submitted. If approved, the author's appearance will be scheduled during a forthcoming season (usually at least six months ahead subject to the availability of the lecture space). Programs are held in the Friends Meeting Room at the Newport Beach Central Library.

The program committee usually meets once a month. Qualifying submissions will be reviewed at a scheduled meeting and notification will be given subsequent to the meeting.

## **Program Promotion**

The Library and Library Foundation promote events via mailings to all foundation members, on our websites (www.nbplfoundation.org & www.newportbeachlibrary.org), through e-blasts to more than 6,000 people who have requested program news, signage in the Central Library and branch libraries, and the local online and print media.

## **How to Submit**

Authors should submit one or more of the following:

1. Press kit or information about the book
2. Short author biography
3. A copy of the book
4. Other collateral materials

Items should be mailed, emailed or hand-delivered\* to:

Program Coordinator  
Newport Beach Public Library Foundation  
1000 Avocado Avenue  
Newport Beach, CA 92660  
Email: [events@nbplfoundation.org](mailto:events@nbplfoundation.org)

\*Deliver to the Administration Office in the Central Library. Administration hours are Monday – Friday, 9 a.m. – 6 p.m. Following the committee's response, you may pick up rejected proposals at the same office.