

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

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

Since 1995, *Library Live* sponsored by the Newport Beach Public Library Foundation, has brought leading authors, historians, artists and critics to the Newport Beach Public Library to discuss their work and contemporary culture. The programs are, typically, scheduled from September through June, excluding 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 Newport Beach Public Library Foundation.

**Speaker Criteria**

1. The featured book must have been published by a recognized and established publisher. We generally 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 at the Newport Beach Central Library with a seating capacity of 220.

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. Our budget limits us to about six programs each year.

## **Program Promotion**

The Newport Beach Public Library and Library Foundation promote events via two websites [www.newportbeachlibrary.org](http://www.newportbeachlibrary.org) and [www.nbplfoundation.org](http://www.nbplfoundation.org), through e-blasts to more than 18,000 subscribers, signage in the Central Library and branch libraries, and in 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:

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. – 5 p.m. Books will not be returned unless a request is made for us to hold the book(s) for pick-up by author.