

Kootenay Library Federation Policy

Support for Author Tours

The Kootenay Library Federation (KLF,) as part of its service objectives, recognizes that visits by authors to Kootenay communities create valuable programs that enrich library service. In support of this objective, the KLF will sponsor author visits to communities in the region **as requested by the member libraries**. It is also recognized that resources are limited and must be shared by the participating libraries and the authors touring the region. The KLF and the member library reserve the right to limit the number of tours arranged for an author.

This document outlines the policies of the KLF in supporting author tours in the region.

The KLF OBOK project does not fall under this policy.

Costs Associated with Author Visits

- Administrative support to plan multi-library tours by authors.
- Reading fees for authors
- Travel, accommodation and per diem living allowance

Grants to Support Author Visits

Columbia Kootenay Cultural Alliance Grants

- CKCA funding is available to authors living in the Columbia Basin. It is comprehensive funding that provides author fees, travel, accommodations, PR and some administrative compensation.
- CKCA grants are highly competitive as there is only \$15,000 available across the basin and the tours are not limited to literary arts.
- Authors with this funding may not require any contributions from the libraries or the KLF.

Canada Council for the Arts

- Canada Council for the Arts provides Literary Reading funding. This funding provides a \$250 reading fee to the author per reading and compensation for travel to the reading (\$400 per event). By hosting readings at several KLF libraries, it is possible to have enough grant money to bring in authors from outside of the province.
- Hosts are required to provide accommodation and living allowance.
- The KLF will pay one half the total costs of accommodation and meals; libraries pay the balance.
- Authors may be asked to submit receipts for meals or accept a prearranged per diem. Per diem rates are given below.

Provincial Writers in Libraries Grants

- ***Not available at this time***
- Supports readings by authors living in BC.
- Historically WIL grants have paid \$125 towards reading fees, all travel costs, all accommodation costs and one half of the meal allowance as defined by the grant.

KLF Policy on Support for Author Tours

An author is eligible for KLF support as outlined below if he/she **is invited** for a reading or workshop by a KLF library and there are at least three other libraries interested in hosting the author. With limited exceptions, any author will receive **one** tour in a five-year period. e.g. – author toured in 2008, next eligibility is 2014 (with requesting libraries). Summer reading club performance tours are considered the same as author tours.

Administration

- When a member library requests that the KLF office arrange an author tour, the KLF will cover all the administrative costs associated with the tour. The administrative support includes paying the reading fees to the authors, paying meal costs or per diems to the authors, arranging payment of accommodation costs and invoicing of the libraries for their portion of reading fees and other tour costs. The administration of the tour also includes preparation of a common press release and poster to be modified for use by the participating libraries.

Reading fees

- For each reading, the compensation to the author is a maximum of \$250 total.
- Where there is no grant supporting author fees, the KLF will contribute a maximum of \$125 per reading. The participating libraries are required to contribute \$125 to the reading fee to make the total of \$250.
- For each KLF library, there will be a maximum annual contribution from the KLF of \$375 towards reading fees.

Travel Costs

- If a writer is supported by a grant which includes travel compensation, travel costs will be compensated as per the terms of the grant.
- Where there is no grant to cover travel costs, the payment towards these costs will be shared equally by the KLF and the libraries participating in the tour.
- Where there is no grant to cover travel costs, the KLF and the KLF libraries are not obliged to cover these costs in full.
- Where there is no grant to cover of travel costs, the compensation will be \$0.35/km for travel to any KLF library within 80 kilometres of the author's home.

- For travel beyond 80 kilometres of the author's home, there will be a flat compensation rate of \$30 per day on the road for vehicle travel.

Accommodations

- If a writer is supported by a grant which includes compensation for accommodations, accommodation costs will be compensated as per the terms of the grant.
- For authors on Canada Council grants, the KLF and the KLF libraries **are** obliged to provide accommodation to the authors. Maximum cost for the accommodations shall not exceed \$130 per night, taxes included.
- When necessitated by distance and where there is no grant to cover accommodation costs, the KLF and the KLF libraries will attempt to arrange billets. Billets may be offered to authors with Canada Council grant support. If the billet is refused by the author, the KLF and the libraries are not obliged to arrange and pay for alternate accommodations.
- Where there is no grant to cover accommodation costs, the payment toward these costs will be shared equally by the KLF and the libraries participating in the tour. Where there is no grant to cover accommodation costs, the KLF and the KLF libraries are not obliged to cover these costs in full (except for authors with Canada Council grants).
- For writers travelling within BC, **if there is no billet available** and an author is required to travel more than 150 km to return home for a reading ending after 8 pm local time **or** road conditions make travel dangerous, the author will be eligible for \$40 per day (shared equally by the participating libraries and the KLF) towards the cost of accommodations.

Per Diem Living Allowance

- If a writer is supported by a grant which includes compensation for per diem living allowance, those costs will be compensated as per the terms of the grant
- Where there is no grant to cover per diem living allowance, the payment towards these costs will be shared equally by the KLF and the libraries participating in the tours.
- For authors on Canada Council grants, the KLF and the KLF libraries **are** obliged to cover the cost of meals while within the region and travelling to and from the Kootenays. The KLF reserves the right to request receipts for meals; maximum per diem allowance for meals shall not exceed \$50 per day, taxes included.
- Where there is no grant to cover per diem living allowance, the KLF and the KLF libraries are not obliged to cover these costs in full (except for authors with Canada Council grants).
- If an author is required to travel more than 150 km from home to a reading, he/she will be eligible for \$15 towards the meal costs.
- If an author is required to travel more than 250 km from home to a reading, he/she will be eligible for \$25 per day towards the meal costs.

Cont'd on next page.

Table Summary of Estimated Compensations to Authors and Costs to Participating Library

	Payments to Authors				Estimated Cost to	
Author Arrngmts	Reading Fees	Travel	Accom'ns	Food	KLF	any library participating in tour
Canada Council	\$ 250	as per grant	\$130/day	\$50/day	\$90/day*	\$90/day *
WIL**	\$ 250	as per grant	\$130/day	\$48/day	\$24/day	\$125
CKCA	\$ 250	as per grant	\$130/day	\$50/day	0***	0***
No grant	\$ 250	\$30 max/day	\$40/day	\$25/day	\$173/ day *	\$172/day *
* cost may be lower if more than one reading is held per day						
** WIL grants are not available at this time						
*** - it may be politically prudent for libraries and the KLF to contribute to CKCA sponsored tours.						