

Section: Resource Sharing	Subject: Speaker Tours	Policy Number
Recommended by: LDAG	Approved by the Board:	Expected review date:

Definitions & Acronyms

KLF - Kootenay Library Federation

Speaker – authors or other persons who make presentations of interest to the public

Speaker Tour – an arrangement for a person or persons to visit several KLF libraries to present

CCA – Canada Council for the Arts

TWUC – The Writers Union of Canada

Rational

Speakers in public libraries provide both entertainment and educational opportunities for communities and contribute to public relations for the library. Promoting public library service is part of the KLF mandate, therefore the KLF assists member libraries to deliver this type of activity. By working through the KLF, member libraries achieve efficiencies in administrating, promoting and funding this type of activity.

This policy outlines the resources and type of support provided through the KLF to member libraries interested in this activity.

Rules for Speaker Tour Arrangements

The KLF will support tours by speakers to member communities as follows:

1. Speakers are selected by member libraries
2. **Appendix A – Nomination of a Speaker for Touring** form requesting a speaker must be submitted to the KLF office before a tour will be arranged
3. Touring authors must agree to the compensation package offered by the KLF
4. A minimum of four (4) libraries must participate in order for the KLF to provide support
5. There will be a maximum of six (6) tours supported by the KLF in a fiscal year (Jan 1 – Dec 31). This maximum does not include the Summer Reading Club entertainer tour.
6. One of the six(6) tours will be for an author nominated for a Red Cedar Award
7. Each KLF member libraries can participate in three (3) tours that share costs with the KLF. If a library chooses to participate in more than 3, the library will pay full fees for reading and travel support.
8. Maximum combined expenditure on speaker tours for the KLF will be \$14,000 (combined contributions from libraries and KLF)
9. Speakers from outside of southern BC and Alberta may require additional funding such as grants from Canada Council for the Arts or The Writers Union of Canada. Please see sections **Grants for Author Tours** and **Grants for Speaker Tours**

Cost Sharing and Compensation

1. Reading fees will be \$250 per event.
2. Without additional grants or funding, support for travel will be \$95 per day away from speaker's home community.
3. If there is no supporting grant, participating libraries and the KLF will split both the reading fees and the travel support 50/50.
4. Speakers with grant funding will be treated according to the grant conditions. Costs and fees in excess of the grant support will be split 50/50 between the KLF and participating libraries.

Procedures

1. Library wishing to nominate a speaker will complete and forward to KLF offices an **Appendix A – Nomination of a Speaker for Touring**
2. The KLF offices will circulate this interest to the KLF Directors listserv to see if other libraries are interested. Interested libraries will respond to survey.
3. If there is sufficient interest from the member libraries, KLF will contact the speaker to determine if they are available and if terms of compensation are acceptable.
4. If bullets 2 & 3 are met, mutually convenient dates and times will be arranged for the tour by the KLF office.
5. Promotional materials such as posters and press releases will be arranged by the KLF office and distributed to the participating libraries.
6. The KLF will manage the book keeping for each tour, pay the speaker and invoice the participating libraries.
7. **Libraries are responsible** for reporting to the KLF attendance at speaker events. They are encouraged to gather comments from the audience as to the value of the event to attendees
Your thoughts, please
8. When possible, libraries are encouraged to take and share photos.

Grants for Author Tours

1. Canada Council for the Arts (CCA) and The Writers Union of Canada (TWUC) grants only apply to qualified authors.
CCA – <http://canadacouncil.ca/writing-and-publishing/find-a-grant/grants/literary-readings-and-residencies-program-literary-readings>
TWUC - <https://www.writersunion.ca/content/national-public-readings>
2. **CCA has deadlines for grant application; March 1 and September 1 of each calendar year.** If a library wants to explore bringing in a CCA funded writer, **deadline for applying to the KLF is December 15 or June 15.** Applications will only be made if there is the minimum number of libraries interested in hosting.
3. Only one CCA application will be made in a calendar year.
4. TWUC accepts applications at any time, until funding is spent, to host writers that are members of this union. Please see here - <http://www.writersunion.ca/member-profiles>
5. Qualified writers will receive \$250 per reading, plus up to \$300 per reading for travel expenses. The

grant is split if two writers are sharing events.

6. There is a \$70 + HST admin fee per event, payable at the time of application. This fee will be split between the KLF and participating libraries.

Grants for Speaker Tours

1. Some speakers of interest to our communities may qualify for Columbia Kootenay Cultural Alliance Funding.
2. KLF will work with authors, speakers and others that have this type of funding to provide a library venue for their event.

Appendix A – Nomination of a Speaker for Touring

Date of Request:

Library:

Contact Name:

Phone #

Email:

Name of speaker requested:

Contact information for speaker (if you can):

Intended audience for this speaker:

Please explain why your community is interested in or would benefit from a presentation by this speaker.

Your thoughts, please

1. I regularly attend events at the library

agree somewhat disagree (it's my first time)

2. The presentation was a worthwhile cultural event in my community.

Yes -

No -

3. This author presentation enriched my library experience.

Yes -

No -

4. Attending this event has encouraged me to _____

Your thoughts, please

1. I regularly attend events at the library

agree somewhat disagree (it's my first time)

2. The presentation was a worthwhile cultural event in my community.

Yes -

No -

3. This author presentation enriched my library experience.

Yes -

No -

4. Attending this event has encouraged me to _____
