

## **2024 Michigan Notable Books Author Tour Instructions for Participating Libraries**

Congratulations! You are one of 50 libraries selected to participate in the 2024 Michigan Notable Books Author Tour.

Michigan Notable Books is an annual program from the Library of Michigan. A committee of librarians, state employees, and readers from across the state select twenty of the most notable books, either written by a Michigan resident or about Michigan or the Great Lakes.

### **I HAVE MY AUTHOR ASSIGNMENT, WHAT'S NEXT?**

- Libraries are responsible for contacting their authors directly to schedule the visit. The author visit must take place anytime in April, May, or June.
- You have until **February 26<sup>th</sup>** to confirm your ability to host an author's visit. If we do not hear from you by this deadline, your author may be re-assigned to another library.
- Attend or view a recording of an MNB Author Tour Instructional Session held on **Monday, March 4<sup>th</sup> at 2 pm or Tuesday, March 5<sup>th</sup> at 10 am**. Zoom links will be sent out at a later date.
- You have until **March 15<sup>th</sup>** to send the date and time of the author visit. If you have any difficulties reaching your author at the contact information provided, please contact [Michigan-Notable-Books@michigan.gov](mailto:Michigan-Notable-Books@michigan.gov) as soon as possible.
- We plan to announce the full tour calendar by mid-March.

### **IMPORTANT INFORMATION**

- Authors will receive a \$400 honorarium directly from the Library of Michigan Foundation for each library visit.
- The matching of libraries and authors takes a great deal of planning. We take into consideration the author's travel range and the preferences of every library. It is not always possible to assign a preferred author to a library.
- Those sharing the same author are highly encouraged to coordinate dates and pool resources to minimize travel time and costs. If one of the libraries chosen to host an author with you changes, I will send you the updated library contact information.
- Authors will work with the host library to decide on the format and content of their visit.
- Authors may ask for audio/visual equipment. Please accommodate as best as possible.
- Libraries are asked to provide some refreshments for their author.
- Libraries may need to provide one night of accommodations for the author. The library may also need to reimburse for transportation and travel costs for the author up to \$200.

## **BOOK SALES**

- We ask that libraries work with a bookseller, local if possible, or the author to ensure copies of the author's books are for sale at the event.

## **PROGRAM SPONSORS**

- Mention the Michigan Notable Books program and thank all sponsors. The Library of Michigan, The Library of Michigan Foundation, and Michigan Humanities, an affiliate of the National Endowment of the Humanities, should all be recognized at the author event.
- Reach out to local businesses and organizations to see if they will help sponsor your event and recognize them alongside the MNB sponsors.
- Library of Michigan or Library of Michigan Foundation staff may attend your event to take pictures and promote the event on social media.

## **ENSURING A GOOD AUDIENCE**

- Libraries must promote their author's visit. To assist you, there are promotional materials, including social media graphics, printable bookmarks and posters, and a sample press release, available under the Promotional Information section on [www.Michigan.gov/NotableBooks](http://www.Michigan.gov/NotableBooks).
- Place posters and bookmarks in prominent locations within your library so everyone can see them and/or create a display of MNB winners.
- Promote the event on your website, social media, newsletter, etc.
- Promote the program in the local press and with community partners.
- Ask a local group, community center, nearby library, or business to help sponsor and promote the event.
- Before setting a date for your author's visit, check for potential conflicts with other community happenings.
- Provide a link to the Library of Michigan's Notable Books website for additional information, [www.Michigan.gov/NotableBooks](http://www.Michigan.gov/NotableBooks).

## **PROGRAM EVALUATION**

- Michigan Humanities requires that all project participants fill out an evaluation form and have their audience fill out a survey. Here is the [link to the library evaluation form](#) and the attendee survey document was attached to your notification email.
- Take photos during the author's presentation and share them with the Library of Michigan at [Michigan-Notable-Books@Michigan.gov](mailto:Michigan-Notable-Books@Michigan.gov). We may use the best ones in our report to Michigan Humanities or to promote the program in the future.
- Please email or mail the surveys to:  
[Michigan-Notable-Books@Michigan.gov](mailto:Michigan-Notable-Books@Michigan.gov)  
or  
Attn: Mindy Babarskis  
Library of Michigan  
702 W. Kalamazoo Street  
P.O. Box 30007  
Lansing, MI 48909

**SPECIAL EVENT**

On Saturday, April 20th, the Library of Michigan Foundation hosts the Night for Notables. This is a special event honoring the 2024 Michigan Notable Books authors. The evening will feature a tribute to the authors by State Librarian Randy Riley followed by a keynote presentation by Stephen Mack Jones, two-time Michigan Notable Books award winning author for *August Snow* and *The Dead of Winter*.

Night for Notables will take place at the Library of Michigan, in downtown Lansing at 702 W. Kalamazoo Street. Guests will also enjoy refreshments and a chance to meet many of the 2024 Michigan Notable Books authors. If you are interested in attending, please contact me. For more details, visit <https://www.libraryofmichiganfoundation.com/mnbnightfornotables>.

Best wishes for a successful Michigan Notable Books Author Tour visit!