

## GUIDELINES

The National Biography Award was established in 1996 by Dr Geoffrey Cains to encourage the highest standards of biographical and autobiographical writing, and to promote public interest in these genres. It is awarded to a work of the highest standard that presents an Australian subject or a subject who has made a significant contribution to Australia.

The National Biography Award is administered and presented annually by the State Library of New South Wales on behalf of the award benefactor Michael Crouch AO, and the State Library of NSW Foundation.

Total prize money in 2017 is \$31,000: the winner of the 2017 National Biography Award will receive prize money of \$25,000, and the authors of up to six shortlisted works will each receive \$1,000.

**Entries close at 5pm, Friday 3 February 2017**

## Eligible works

- Eligible works must be biography, autobiography or memoir.
- The subject of the work is to be Australian or have made a significant contribution to Australia.
- Works must be written in the English language, published in book form and consist of a minimum length of 40,000 words.
- The award will not be given for a work consisting principally of photographs or illustrations unless the text is of substantial length and of sufficient merit in its own right. In such cases, however, no part of the prize money will be paid to the photographer or illustrator.
- Works nominated for the 2017 Award must have been **first published between 1 October 2015 and 30 September 2016 and commercially available within this period.**
- Works eligible for nomination for a previous National Biography Award are not eligible for nomination for the 2017 Award.

## Eligible authors

- A work written by two authors in collaboration will be considered for the National Biography Award.
- Compilations, edited editions of works by other authors and works by more than two authors are not eligible.
- All entries must consist of original work by the author/s.
- The author, or one of the two joint authors, must be living at the time of nomination.

## General

- Works may be entered by a publisher, agent or by the author.
- It is essential that those nominating works on behalf of others obtain permission from them and provide direct contact details for the author.
- It is the policy of the State Library of NSW that Award recipients have not or will not engage in behaviour that would be seen to bring the Award into disrepute. The State Library of NSW reserves the right to conduct criminal record checks if deemed necessary. The State Library of NSW has the right to withdraw the offer of prize money or demand the return of prize money already paid if it is discovered that any of the information provided in the application is false.
- Nominations must be made via the online entry form on the State Library of NSW website [http://www.sl.nsw.gov.au/about/awards/national\\_biography/index.html](http://www.sl.nsw.gov.au/about/awards/national_biography/index.html). Up to five entries can be made on the one online form; if you have more than five entries, you need to complete and submit more than one online form.
- Once the online form has been completed the entrant must send five copies of each nominated work to the State Library of NSW. If an online credit card payment was not submitted a cheque or money order must also be submitted with the books. In some cases additional copies of the work may be requested by judges.
- As a condition of entry, books cannot be returned.
- The State Library of NSW will acknowledge receipt of nominations.
- The awards will be judged by an independent judging committee whose decision will be final. No correspondence or discussion will be entered into concerning the decision.
- Only one work will be selected as the winner of the National Biography Award.
- If the winning or shortlisted titles are works written by two authors in collaboration, the prize is awarded for the work and monies will be divided equally between authors.
- If an author, or authors, should die between recommendation and presentation of the Award, the prize money may be paid to the estate of the author/s and/or the surviving author. Any payment will be made at the discretion of the State Library of NSW.

Judges may admit or reject certain books under extraordinary conditions and the judges' report will reflect this process.

- If the nominated works are not considered to be of sufficient merit, the judges may determine that the award not be made.
- A shortlist of no more than six books, from the authors of which the winner of the award will be chosen, will be released approximately four weeks before the anticipated date of the award announcement.
- The winner will not be notified before the public announcement. It is regretted that unsuccessful nominees will not be personally advised of the results.
- It is anticipated that the winner will be announced and the award presented at a function to be held in August 2017 at the State Library of NSW. Details of the award function will be available in July 2017 on the Library's website [www.sl.nsw.gov.au](http://www.sl.nsw.gov.au)
- The State Library of NSW encourages winning and shortlisted authors of the National Biography Award to be available to undertake a small number of activities to promote these awards up to and including the next year the Awards are presented. Activities may include media interviews (face to face or via electronic means), photographs or personal appearances at functions promoting these Awards, author events at the State Library, and, where possible, events across the NSW Public Library Network.

## Entry Fee

Please note that the entry fee is \$66 (including GST) per title, and credit card (Mastercard or Visa) payments are made online as part of the nomination process.

If paying by cheque or money order, please make payable to the State Library of New South Wales.

## The Judging Process

- The judges will assess all nominated works.
- The National Biography Award honours outstanding and engaging work. In making their decision, the judges will consider the following criteria:
  - quality of research
  - scholarship and analysis
  - writing and presentation
  - the work's contribution to an understanding of the subject and/or auto/biographical writing.

## Privacy Notice

The State Library of NSW is subject to the *Privacy and Personal Information Protection Act 1998* (PPIP Act) which requires us to comply with Information Protection Principles.

The State Library of NSW collects the minimum personal information necessary to process an application and administer the National Biography Award. The State Library of NSW is required to collect personal information directly from the individual to whom the information relates unless the individual has authorised collection of the information from someone else.

Nominations for an award must only be submitted with the author's consent and knowledge of the State Library of NSW Privacy Notice.

We will only use the personal information on the online application form for the purpose for which it has been provided and for directly related purposes such as contacting the author and assessing the merits of a nomination. We will not disclose the personal information without the consent of the individual to whom the personal information relates, except for directly related purposes such as judging and to promote shortlisted and winning authors or where another Act or law authorises or requires us to do so.

The individual to whom the personal information on the online application form relates has a right of access to, and correction of, the personal information collected. The personal information will be held at the State Library of NSW, Macquarie St Sydney NSW 2000. Please email [privacy.library@sl.nsw.gov.au](mailto:privacy.library@sl.nsw.gov.au) for further information.

## Nomination Checklist

1. Read the 2017 National Biography Award Guidelines, including the Privacy Notice
2. Complete the online application form  
[http://www.sl.nsw.gov.au/about/awards/national\\_biography/index.html](http://www.sl.nsw.gov.au/about/awards/national_biography/index.html)
3. Send nominations to the State Library of NSW by 5pm Friday 3 February 2017
4. Each nomination must include:
  - 5 copies of each title
  - Appropriate payment if payment was not made online via credit card

### Postal address

National Biography Award  
State Library of NSW  
Macquarie Street  
Sydney NSW 2000

### Courier address/ Hand delivery

National Biography Award  
State Library of NSW  
Loading Dock, Hospital Road  
Sydney NSW 2000

## Enquiries and Nomination Forms

More information and online nomination forms can be found on the State Library website:  
[http://www.sl.nsw.gov.au/about/awards/national\\_biography/index.html](http://www.sl.nsw.gov.au/about/awards/national_biography/index.html)

For more information contact:

Senior Project Officer, Awards, State Library of NSW

Tel: (02) 9273 1605 or (02) 9273 1582

Email: [awards.library@sl.nsw.gov.au](mailto:awards.library@sl.nsw.gov.au)