

## GUIDELINES

### Closing Date: 5pm AEST, Monday 5 February 2024

The National Biography Award is administered and presented annually by the State Library of New South Wales.

The Award was established in 1996 and is supported by the State Library of NSW Foundation. This year we acknowledge the support of the Graham & Charlene Bradley Foundation, Sarah Crouch and the John Lamble Foundation.

The Award encourages the highest standards of biographical and autobiographical writing and promotes public interest in these genres. It is awarded to an outstanding work that presents an Australian subject or a subject who has made a significant contribution to Australia.

Previous winners include, Cassandra Pybus, Judith Brett, Don Watson, Peter Rose and Brenda Niall.

The total prize money in 2023 is \$42,000, comprised of the following:

- \$25,000 for the winner;
- \$2,000 for each of the six shortlisted authors; and
- \$5,000 Michael Crouch Award for a debut biography, autobiography or memoir

### Eligible works

To be eligible for consideration or shortlisting, and/or to be eligible to win, submitted works must:

- be first published between 1 October 2022 and 30 September 2023 and be commercially available within this period. Books may be self-published;
- be a biography, autobiography or memoir;
- have a subject of the work who is Australian or has made a significant contribution to Australia;
- be written in the English language, published in book form and consist of a minimum length of 40,000 words;
- be an in-depth and comprehensive account of a life or significant aspect of a life. Biographies that deal with more than one life may, at the absolute discretion of the State Library of New South Wales, be eligible where the stories or lives are strongly intertwined; and
- be the author's own original work and if an entrant's work draws on direct samples or copies of other works not created by them, those sources should be publicly acknowledged and documented.

The following will **not** be eligible for consideration or shortlisting, and/or to be eligible to win:

- works 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 eligible for nomination for a previous National Biography Award;
- revised editions of books unless the revisions are so substantial that the book is, in effect, a new work. It is the nominator's responsibility to identify the new material and to include one copy of the original edition as part of the entry;
- compilations, edited editions of works by other authors, and works by more than two authors;
- electronic versions of previously published books or print versions of books originally released electronically before the current eligibility period; or
- unpublished manuscripts.

Works consisting of compilations of family dynasties will generally not be eligible for consideration or shortlisting, and/or to be eligible to win or be awarded a prize in respect of the Awards, however may, in the absolute discretion of the Library, be deemed eligible.

Works submitted for the Michael Crouch Award for a Debut Work:

- must be the author's first published biography, autobiography or memoir, however, entrants are permitted to have previously published works in other genres e.g. fiction, poetry, non-fiction, etc; and
- should be entered for both the National Biography Award and the Michael Crouch Award on the one online application. Only one entry fee needs to be paid.

## Eligible authors

- All entries must consist of original work by one or two authors.
- All entrants must be Australian citizens or permanent residents.
- Works published overseas are eligible if the author is an Australian citizen or holds permanent residency.
- The author, or one of the two joint authors, must be living at the time of nomination.
- In the circumstance that a book has been co-written, or described as 'as told to', or ghost-written, by an experienced biographical writer, the co-writer should be listed alongside the named author on the entry form. If this is the case, the book should not be nominated for the debut category only the main Award.
- If the winning or shortlisted titles are works written by two authors in collaboration, the Award will be divided equally between the authors.

## Entering the Award

- Entries must be made via the online entry form via the State Library of NSW website: <https://www.sl.nsw.gov.au/national-biography-award>
- Works may be submitted by a publisher or agent, or by the author. If work is submitted on behalf of an author, permission must be obtained from the author and the author's direct contact details must be provided.

- The State Library of NSW will acknowledge receipt of submissions after the closing date.
- Once the online form has been completed, the entrant must send **four** copies of each nominated work to the State Library of NSW by the closing date. In some cases, additional copies of the work may be requested. **Entrants should note that books submitted will not be returned.**

## Fees

- There is an early-bird entry fee of \$50 (including GST) for each work submitted by 5pm Thursday 11<sup>th</sup> January 2024 and \$66 (including GST) for entries submitted after that date and up to the closure date on Monday 5 February 2024.
- The entry fee is payable for each entry.
- If the book is entered for the Michael Crouch Award for a Debut Work, no additional entry fee is payable.
- Publishers who are current members of The Small Press Network are exempt from paying the entry fee.
- The following groups are also exempt from paying the entry fee:
  - Australian Senior and Pensioner cardholders
  - Tertiary student cardholders
  - Australian Government cardholders (e.g. unemployed, healthcare cards)
  - Australian Government Department of Veterans Affairs cardholders
- Where an entry is for two authors, all must be cardholders to be eligible for a payment exemption.
- Entrants and authors acknowledge and agree that they participate in the Awards at their own cost and that the State Library of NSW will not be liable for any loss, damage, cost or expense of any kind suffered or incurred by entrants or authors in connection with the Awards.
- Credit card payment online is preferred as part of the entry process. If you would like to pay via direct debit, please select the Invoice option on the form.

## Judging process

The Awards will be judged by an independent judging committee whose decision will be final. The Library and the judges will have absolute discretion as to the manner in which the Awards are administered. Without limitation, at the absolute discretion of the Library:

- judges may admit or reject certain submitted works;
- judges may admit works after the deadline in exceptional circumstances;
- if the works entered are not considered to be of sufficient merit, the judges may determine that the Award not be made and/or that no works be shortlisted;
- subject to the preceding point, 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; and
- unsuccessful nominees will not be personally advised of the results and no correspondence or discussion will be entered into concerning the decision.

The judges will assess all nominated works that comply with the eligibility criteria set out in these Guidelines. The Award honours outstanding and engaging work, which has, as a subject, someone

who is Australian or has made a significant contribution to Australia. 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; and
- creativity and originality of approach.

Only one work will be selected as the winner of the National Biography Award and the Michael Crouch Award. It is anticipated that the shortlist will be announced in July 2024 and the winners in August 2024.

## Shortlisted and winning author's conditions

- 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 the 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.
- All intellectual property in the submitted work remains vested in the author(s). The author(s) grant(s) to the State Library of NSW a royalty free, perpetual and irrevocable licence to use any part of the submitted work for publications and promotions relating to the Awards, any future awards and the State Library of NSW generally. This licence shall continue notwithstanding the conclusion of the Awards process and/or any author's decision to withdraw from the Awards process.
- In relation to the author(s) Work:
  - the Library need not advise the author(s) of any intended use of the Work;
  - the author(s) have the right to give consent for such use on behalf of its employees, consultants or any other collaborators, illustrators, copywriters, or any other person associated with the authorship and production of the Work; and
  - where requested, the author(s) must provide the Library with copies of all relevant consents in a form required by the Library.
- The State Library of NSW, in its absolute discretion, reserves the right to conduct criminal record checks in respect of authors whose works are submitted for consideration in respect of the Awards.
- Award recipients must not engage (and must not have engaged) in behaviour that would be seen to bring the Award into disrepute.
- The State Library of NSW, in its absolute discretion, may 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. Upon receipt of such a demand, a prize winner must immediately return the prize money to the State Library of NSW.
- If an author, or authors, should die between recommendation and presentation of the Award, the prize money may, in the absolute discretion of the State Library of NSW, 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.

## Privacy notice

Personal information collected by the State Library of NSW is treated in accordance with the State Library of NSW Privacy Management Plan and is governed by the *Privacy and Personal Information Protection Act 1998* and related regulations. Information provided on the application form will only be used for purposes related to the Award, which may include advertising or promoting the National Biography Award and award presentation events. Unless expressly requested, images of individuals present at award presentation events may be used for promotional purposes. Nominations for an award must only be submitted with the author's consent and knowledge of the Privacy Notice.

Please email [privacy@sl.nsw.gov.au](mailto:privacy@sl.nsw.gov.au) or visit [www.sl.nsw.gov.au/privacy/privacy-management-plan](http://www.sl.nsw.gov.au/privacy/privacy-management-plan) for further information.

## Right to Information

Under some circumstances, information pertaining to entries and administration of the awards may be released, subject to consultation, in response to an application request made in accordance with the Government Information (Public Access) Act 2009.

## Entry checklist

Before lodging your submission, please ensure that you have done the following:

1. Read and ensure that you understand and agree to these Guidelines and the Privacy Notice.
2. Complete the online application form at <https://www.sl.nsw.gov.au/awards/national-biography-award> including the payment.
3. Send 4 copies of each book entered to the State Library of NSW by **Monday 5 February 2024**.

### Postal address

2024 National Biography Award  
State Library of NSW  
1 Shakespeare Place  
Sydney NSW 2000

### Courier address/ Hand delivery

2024 National Biography Award  
State Library of NSW  
Loading Dock, Hospital Road  
Sydney NSW 2000

## Enquiries

Please direct enquiries or requests for further information to:

Awards, State Library of NSW  
Tel: (02) 9273 1767 or alternatively (02) 9273 1770  
Email: [awards@sl.nsw.gov.au](mailto:awards@sl.nsw.gov.au)