

## North Haven Poet Laureate Policy and Procedure

1. Mission - The mission of North Haven's Poet Laureate Program is to communicate the value of poetry and use poetry as a means to engage, educate, and entertain the community at large. The Poet Laureate of the Town of North Haven serves as an ambassador promoting the creation and enjoyment of poetry.
2. Objectives
  - a. Promote poetry as a form of communication having value—informing, teaching, inspiring and entertaining—in the everyday life of town residents
  - b. Inspire an emerging generation of creative thinkers and writers
  - c. Encourage the reading and writing of literature and poetry
  - d. Promote poetry as a form of literature that has deep roots among people of all ages and cultures
3. Goals of the Poet Laureate
  - a. Promote reading, understanding, and writing of poetry
  - b. Develop and facilitate poetry workshops
  - c. Upon invitation, be a guest in North Haven public schools to promote the reading and writing of poetry
  - d. Read original poems at public events
  - e. Collaborate with other poets to develop and present poetry-related activities
  - f. Represent North Haven in the Connecticut Coalition of Poets Laureate
  - g. Work with and mentor North Haven's Youth Poet Laureate
4. Poet Laureate Committee
  - a. Librarian facilitating meetings will ensure that 3 or more of the following serve on the Poet Laureate Committee, ensuring that one Library Board Member and at least two other categories are represented:
    - i. North Haven Memorial Library Board Member(s)
    - ii. A North Haven Memorial Library Librarian or designee
    - iii. A member(s) of the local education community (e.g., an English teacher from the North Haven School System)
    - iv. Interested adult community member(s)
    - v. Poetry faculty member from a Connecticut college
    - vi. Former Poet Laureate
  - b. Duties of the committee
    - i. Select the Poet Laureate
    - ii. Oversee the Poet Laureate's duties and responsibilities
      1. A library board member or library staff member, who is a member of the committee, will be designated as point person(s)
5. Terms of Service -
  - a. The term of the North Haven Poet Laureate is two years
    - i. The Poet Laureate may apply for a second term but shall serve for no more than two consecutive terms
    - ii. In the event of a vacancy between terms, an interim Poet Laureate may be appointed by the Search and Review Committee
  - b. The Poet Laureate of North Haven is an honorary position and carries no stipend
  - c. Work to be presented in a public forum are subject to review
  - d. The Poet Laureate will report to the Poet Laureate Committee

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### 6. Eligibility

- a. To be considered, a nominee must be a poet and resident of North Haven, recommended age of 21 years old and up
- b. Interested poets can self-nominate or be nominated by others
- c. Applicant cannot be a member of the search and review committee
- d. If selected, Poet Laureate will be subject to background check

### 7. Application Process

- a. All nominees must submit the following information by the deadline (see next section)
  - i. A completed application form, available for download from the North Haven Memorial Library's website
  - ii. A brief artist's statement or personal philosophy that describes how the nominee intends to approach the scope of the work and the objectives of this program
  - iii. A sample of up to five poems by the nominated poet, citing sources if the work has been published
  - iv. A resume or CV
  - v. Letter(s) of recommendation

### 8. Application Deadline

- a. All materials must be addressed to the North Haven Memorial Library Poet Laureate Search & Review Committee
- b. Hand deliveries must be received no later than 5 p.m. on the deadline date.
- c. Email deliveries must be received on or before the deadline date at 5 p.m.
- d. Submissions will not be returned

### 9. For more information, please call the North Haven Memorial Library at 203-239-5803

- a. Brittany Pearson, Reference Librarian, will serve as the library representative for the Poet Laureate Committee. Please direct all questions about the Poet Laureate Program to her. Brittany's email [bpearson@northhavenlibrary.net](mailto:bpearson@northhavenlibrary.net)

By signing, I agree that I have read the above policy and procedure and can commit to the required duties of the Poet Laureate of the North Haven Memorial Library, if I am accepted.

Applicant's name (print): \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### North Haven Poet Laureate Application Form and Materials

Please submit this application, along with a copy of the following documents:

A brief artist's statement or personal philosophy that describes how the nominee intends to approach the scope of the work and the objectives of this program, a sample of three to five poems (if published, please include publication information for verification), and a letter of recommendation to: [poetlaureate@northhavenlibrary.net](mailto:poetlaureate@northhavenlibrary.net) or you may drop off print copies in person to the library.

Applications will be accepted November 20, 2023 – January 2, 2024 at 5:00 p.m.

**Name:**

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**Address:**

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**City:**

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**State and Zip:**

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**Phone:**

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**Email:**

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**Website (if applicable):**

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The following information is request by not required for any applicant. Please include the following information: (attach separate page if necessary)

Memberships in literary organizations:

Publications where your work has appeared:

List literary awards and dates awarded: List of poetry-related experience including writing, publishing, teaching, critiquing, leading groups, planning and presenting activities, attending poetry courses, and reading poems in public.

Please be sure the applicant's name appears on every page submitted. Handwritten materials will not be accepted. Materials will not be returned to the applicant. I, \_\_\_\_\_, authorize my name to stand for nomination for the position of Poet Laureate of North Haven, Connecticut, and affirm that I am 21 years of age or older, and that I currently reside in North Haven.

I also verify that the representations made in this application are true and complete and that the work samples submitted with my application are my own work.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applications must be received no later than 5:00 pm on 9/30/2021. Incomplete or late applications will not be considered.