

# WESTERN COUNTIES REGIONAL LIBRARY

## Book Launch Form & Policy

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Branch: \_\_\_\_\_

Date of Launch: \_\_\_\_\_

Title of Book: \_\_\_\_\_

\*\*\*\*\*

### **Book Launch Policy:**

Western Counties Regional Library is pleased to assist local writers whose material reflects the Library's collection development policy. The Library is willing to help authors in launching their material when possible. The final decision to launch the book rests with the Regional Library Director. The author/publisher must complete and sign the book launch form.

The guidelines and the responsibilities of the Library and the author/publisher are designed to cover most launchings. The Library is willing to discuss changes and modifications which may be necessary to meet individual needs with author/publisher.

### **Responsibility of the Library:**

- To advise on publicity.
- To provide a room free of charge. (Kitchen facilities are included where possible.)

### **Responsibility of the author/publisher:**

- To look after any publicity.
- To provide refreshments and decorations.
- To give two copies of the author's book to the Library for its collection prior to the launch.
- To be responsible for all book sales associated with the launch.

\*\*\*\*\*

I have read and understand Western Counties Regional Library's Book Launch Policy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

Branch Staff: Please send the signed, original form to Headquarters, give one copy to the author/publisher, and keep one copy at the branch.

March 2008.