

BOOK SIGNING POLICY

The library provides local authors an opportunity to meet library customers, sign books, and talk about their work. Only local authors or books that feature local interests will be considered, and the library requests that a copy of the book be donated to the library.

Authors may be offered space in the meeting room or public areas in the library. The Library Director will determine if space is available and which space is to be used. This selection will be based on public service needs and other activities scheduled. Refreshments may be served but requires pre-approval from the director.

The library will provide space, tables, and chairs if needed. Authors are welcome to provide the library with a sign or flyers to put out before the event. Visiting authors should not plan on staff being available to monitor displays or assist with refreshments or sale of materials.

Authors may display, sell, and sign books. Presenters should not plan on the Library acting as a sales agent, nor should the author expect the library to purchase books in bulk to sell for the author.

Authors are welcome to discuss their work with interested library customers. They may not interfere with regular library activities or display materials which are not appropriate for a public venue serving all age groups.

All scheduled book signings must meet with the Library Director's approval.

NOTE: No one has the authority to waive or modify any part of this policy except the Library Director or Library Board of Trustees. Any questions, comments or concerns regarding this policy should be submitted to the director or Library Board.

Adopted 1/25/16

Revised 4/9/18

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