

PLAINFIELD PUBLIC LIBRARY

AUTHOR PROGRAM GUIDELINES

Congratulations on the publication of your book! Thank you for your interest in the Plainfield Public Library. The Library is pleased to have the works of many Plainfield authors in our Local Author Collection. We have developed this policy to guide all authors in their efforts to have their works selected for author programs.

For the purpose of this policy, “local authors” are defined as current or former residents of Plainfield, New Jersey, and the immediate vicinity. Non-local authors may submit works to be considered for other collections and for author-sponsored programs.

We are fortunate to have a great number of authors in our community. Programming options include the Library’s 1) Local Author Showcase and 2) Author-Sponsored Programs.

1) LOCAL AUTHOR SHOWCASE

The Library will host one Local Author Showcase each year (as interest and time allow). The Showcase is an opportunity for authors to give a brief presentation of their published work, participate in a Q & A Panel, and sell copies of their work. The author must take responsibility for collecting all monies, and reporting sales tax, as appropriate. Fundraising for organizations other than the Library is not permitted.

How to Submit Your Work

Send or deliver a copy of your published work to:

Plainfield Public Library
ATTN: Local Author Submission
800 Park Avenue
Plainfield, NJ 07060

Enclose Local Author Submission Form (below) with each work submitted.

We will acknowledge receipt of your work within 30 days. Library staff will carefully evaluate all submitted works.

You will receive notification regarding the Library’s decision within 90 days. Works not accepted for an author program will not be returned to the author and may be added into the Library’s collections.

Some works, especially works of non-fiction, may not be considered without accompanying professional reviews. The Library relies, in part, on professional reviews when making selection decisions, and it is up to the author to solicit reviews for their work. You may resubmit your work if professional reviews appear at a later time.

800 Park Avenue
Plainfield NJ 07060
908 / 757-2305
Fax 908/754-0063

www.plfdpl.info



Please Note: The Library bears no obligation for marketing an author's work. Authors are fully responsible for promoting their work.

2) AUTHOR-SPONSORED PROGRAMS

The Library encourages local authors to host their book talks and signings at the Library. The following guidelines are provided to ensure that authors have a successful experience while hosting an event at the Library. Authors are permitted to sell their work. The author must take responsibility for collecting all monies, and reporting sales tax, as appropriate. Fundraising for organizations other than the Library is not permitted.

These programs are booked and hosted by the author, and must first be approved by the Library. There are two steps in the process: materials review and room reservation.

1. MATERIALS REVIEW

Please submit a copy of your work for review, prior to reserving a room at the Library. Library staff will review your work using the same criteria used for Library collections. You will be notified promptly once a decision is made. Submissions should be sent to:

Plainfield Public Library
ATTN: Local Author Submission
800 Park Avenue
Plainfield, NJ 07060

Enclose Local Author Submission Form (below) with each work submitted.

Upon program approval, authors may reserve a room at the Library at no cost, subject to the Meeting Room Policies [<http://www.plainfieldlibrary.info/Services/MeetingRooms.html>]. Additional use fees will apply for technical assistance or food & beverage maintenance. Food & beverages are not allowed in all meeting rooms.

2. RESERVING A ROOM

Upon notification of approval of your program, please submit an electronic request via the Library's website [<https://plainfieldnj.librarycalendar.com/reserve-room>].

Follow the prompts when filling out the online Room Reservation Form. Depending on the size of the audience, we recommend the Anne Louse Davis Room or Room 2. For the "Organization Type" field, select "Local Non-Profit" and in the "Non-Profit Number" field, enter "local author". Fees will not be waived for non-approved author programs.

Concerns about the Local Author Policy must be presented in writing with specifics to the Library Director. Please provide your name and contact information. Plainfield Public Library may amend or supplement this policy from time to time and reserves the right to do so.

Plainfield Public Library Local Author Submission Request

Please complete a form for EACH submitted work.

Today's Date: _____

Name: _____ Phone: _____

Residential Address: _____

Mailing Address: _____

Email: _____

Professional Website: _____

Title of Work: _____

Genre of Work: _____ Intended Audience Age: _____

Vendor/Publisher Information: _____

Pricing, including shipping: _____

Please include:

- Copies of professional reviews
- One form of marketing material, such as a bookmark, postcard, etc.
- Names and locations of other Public Library Districts that are circulating your work.

For Office Use Only:

Date Received: _____ Acknowledged: _____

Date Approved/Declined: _____ Correspondence sent: _____

Added to Collection: _____