

Book Launch Policy and Form

Section	Public Policy	Distribution	Public
Board Approval	May 22, 1997	Coverage	Public
Implementation		Contact	Branch Manager, Director
Revised	November 27, 2003, December 7, 2017, December 10, 2020		
Implementation	December 22, 2017		
Related Policies, Procedures and Guidelines			
Related Forms			

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 Library Director. The author/publisher must complete and sign the Book Launch Form. The original, signed Book Launch Form will be filed at library headquarters. A copy of the signed form will be given to the author and a second copy will be filed at the branch where the launch is being held.

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

Book Launch Form

Name: _____

Address: _____

Telephone: _____

E-mail: _____

Branch: _____

Date of Launch: _____

Title of Book: _____

I have read and understood Western Counties Regional Library’s Book Launch Policy.

Name (Print)

Signature

Date

Branch Manager Signature: _____

** Original, signed Book Launch Form to be sent to Western Counties Regional Library Administrative Office