



SNOW
Library

Established 1877

**MEETING ROOM
RESERVATION REQUEST FORM
FOR AUTHORS**

PLEASE PRINT

Date: _____

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Date Requested: _____ Time Requested: _____

Please contact the Library for specific room set-up

Name of Work to be Promoted: _____

Publisher of Work to be Promoted: _____

Short Summary of Book: *(Please use back of form if additional space is required)*

Other Places Where Work Has Been Presented: _____

[Please include author's resume, a copy of the work, and published reviews if available.]

REMINDERS TO AUTHORS IF MEETING ROOM REQUEST IS APPROVED:

- *Authors may only sell copies of their work at their event with prior approval of the Snow Library Director or Assistant Director.*
- *Author events shall not exceed 90 minutes, unless an exception is made by the Snow Library Director or Assistant Director.*

FOR OFFICE USE ONLY: _____ Approved
_____ Denied

_____ Received by the Library
Written on Master Calendar
Contact Person Notified

Revised 06/2022



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MEETING ROOM POLICY ADDENDUM FOR AUTHOR REQUESTS

AUTHOR REQUESTS TO USE LIBRARY MEETING ROOM FOR THE PURPOSE OF PROMOTING THEIR WORK

In order to fulfill its mission of sustaining and energizing the intellectual, cultural, and social life of the community of Orleans by encouraging the love of reading and the pursuit of knowledge, Snow Library meeting room space may be used by authors who wish to do readings and make their books available for purchase. The following guidelines will govern the disposition of requests by authors and such use of the space at Snow Library. All policies for use of library meeting rooms also apply to author presentations.

POLICY:

1. An author wishing to use library meeting room space to promote his/her work must submit the following information in writing with the Snow Library Meeting Room Reservation Request Form:
 - Name of work to be promoted
 - Publisher
 - Short summary of work
 - Copy of work and published reviews if available
 - Author resume
 - List of other places where work has been presented
2. Authors may sell copies of their work only at the event with prior approval of the Snow Library Director or Assistant Director.
3. Author events shall not exceed 90 minutes, unless an exception is made by the Snow Library Director or Assistant Director.
5. The Snow Library Board of Trustees has the final authority for approving author requests and reserves the right to deny use of meeting room space.

Adopted by the Snow Library Board of Trustees, 12/2019