

Author Visit Policy

Under certain conditions, The Cape Girardeau Public Library provides opportunities for authors to give programs on topics of books they have written and also to sell and sign their books. Book signings are sponsored by Friends of the Cape Girardeau Public Library Foundation. All arrangements will be worked out with a Department Coordinator at least 6 weeks before the event.

There are three levels available in which an author may work with the library and present his/her publication.

Level I Book Signing: *The author approaches Adult Services Coordinator requesting the library to schedule a book signing opportunity. This may be scheduled as an event with the author singly or with a small group of other authors. The author(s) will be set up at tables in the lobby of the library and sign and sell their books.*

- 1. An author requesting this arrangement will first send a copy of his/her book to the Adult Services Coordinator for preview.*
- 2. If approved and scheduled, the author will donate 10% of sales to the Friends of the Library Foundation.*
- 3. The author will donate a copy of the book to the library.*
- 4. The author will sign a contract with the Friends of the Library Foundation that includes information about other book events he/she is doing in the area and what efforts the author will put forth to publicize the signing.*

Level II Book Signing and Program: *The author approaches Adult Services Coordinator requesting the library to schedule a program and a book signing.*

- 1. An author requesting this arrangement will first send a copy of his/her book to the Adult Services Coordinator for preview.*
- 2. If approved and scheduled, the author will donate \$100.00 or 10% of sales, whichever is greater, to the Friends of the Library Foundation.*
- 3. The author will donate a copy of the book to the library.*
- 4. The author will sign a contract with the Friends of the Library Foundation that includes information about other book events he/she is doing in the area and what efforts the author will put forth to publicize the signing.*

Level III Multiple Author Signing and Program: *Authors have approached the library to present programs and book signings and are scheduled to do this as a single multiple-author event.*

- 1. Each author will send a preview copy of his/her book to Adult Services Coordinator.*
- 2. Each author will donate 10% of sales to the Friends of the Library Foundation.*
- 3. Each author will donate a copy of his/her book to the library.*
- 4. Each author will sign a contract with the Friends of the Library Foundation that includes information about other book events he/she is doing in the area and what efforts the author will put forth to publicize the signing.*

All authors are required to assist with promotion of their events and room set-up and break down.

The Library will not provide refreshments.

The Cape Girardeau Public Library and The Friends of the Cape Girardeau Public Library Foundation do not provide financial assistance to authors, such as meals, travel and overnight accommodations.

Library policy dictates that any items sold in the library will benefit the Friends of the Cape Girardeau Public Library Foundation.

The above levels and requirements do not apply to library-sponsored events in which the author is paid a fee by Cape Girardeau Public Library or Friends of the Library Foundation to provide a program.

The Friends of the Library president and/or Adult Services Coordinator reserve the right to refuse or cancel a book signing.

Approved by the Board of Trustees on the Cape Girardeau Public Library September 27, 2012. Reviewed May 5, 2022.