



# Bedford Public Library

## Local Author Table Reservation Guideline

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### Purpose

Local authors living in Bedford may request to reserve their own author table in the Library's lobby to promote their own professionally published works. To request a table reservation, the author must agree to the **Local Author Table Reservation Guideline** and submit the completed **Local Author Table Request Form** to staff.

No more than (2) two author table reservation requests may be submitted in a calendar year. Author table reservations are limited to no more than (2) two hours per reservation.

Table Reservation Requests will only be considered for dates no later than 30 days from the date of submission, and no earlier than (1) one week from the date of submission. A reservation is not confirmed until a Library staff member has received the completed request and contacted the author with the decision.

### Guidelines

1. The author must be an adult, age 18+, who currently lives in Bedford, Texas.
2. The author must be promoting a book published within the last 2 years. Older titles may also be promoted in addition to the newly published book.
3. The author must be present for the duration of the table reservation and may not send a representative in their place to host the table.
4. If confirmed, the Library will provide (1) one table of approximately 6'x3' and (2) two chairs.
5. Author table reservations are limited to (2) two hours, no more than twice in a calendar year. The reservation date and time is subject to space availability and Library operating hours. Reservations must end no less than one (1) hour before the Library closes. Lobby availability is subject to change due to elections and other Library or City events. The Library reserves the right to cancel at any time due to unforeseen circumstances.
  - a) *Available lobby reservation times (in 2-hour increments only)*
    - Mondays: 10:30 a.m. – 7 p.m.
    - Tuesdays: 10:30 a.m. – 4 p.m.
    - Wednesdays: 10:30 a.m. – 7 p.m.
    - Thursdays: 10:30 a.m. – 7 p.m.
    - Fridays: 10:30 a.m. – 4 p.m.
6. The author represents and warrants full ownership and legal rights to publish all material in their book, including artwork.
7. Confirmation of an author's host table does not constitute an endorsement of the content of the material or the views of the author.



8. No solicitation of sales is permitted. The author's table reservation may only be used for promotional purposes. Per the Library's Petitions and Solicitations Policy:
  - a) Public solicitation of signatures for the purposes of a petition, distribution of literature or leaflets by individuals or organizations, canvassing, surveying, and similar types of direct appeals by members of the public is only permitted in the designated Community Share Zone.
  - b) No leafleting or distribution of literature, or solicitation is permitted for the purpose of selling items, renting apartments or other for-profit activities.
  - c) Only the City of Bedford affiliated organizations including the Bedford Library Friends and Bedford Public Library Foundation may conduct not-for-profit fundraising activities.
9. Adult authors of books that are intended for ages 12 and under may request to read their work in a 30-minute children's storytime, if approved by the Youth Services Supervisor.
  - a) Due to historically low attendance, the Library does not organize programming for adult books by local authors. Instead, local authors of books for adults are encouraged to complete the **Local Author Table Reservation Request Form** instead.
10. Bedford Public Library retains the right to make exceptions to any of the above criteria.
11. The Library reserves the right to decline an author's table reservation request at our discretion.
12. Due to the Library's budget and selection criteria, we cannot purchase copies of all author works, but adult Bedford authors may request to donate a copy of their book to be added to the Library's collection. To do this, complete the **Local Author Book Submission Request Form** on page two of the Local Author Collection Guideline found on the Library's website at [bedfordlibrary.org](http://bedfordlibrary.org) under the Administrative Guidelines link at the bottom of the page.



# Local Author Table Reservation Request Form

Local adult authors who live in Bedford, Texas may request to reserve their own author table in the Library's lobby to promote their own professionally published works. To request a table reservation, the author must agree to the **Local Author Table Reservation Guideline** and submit this completed form to staff. The Bedford Public Library is located at 2424 Forest Ridge Drive in Bedford, Texas.

## Criteria and Guidelines (abbreviated)

- The author must be an adult, age 18+, who currently lives in Bedford, Texas.
- Author table reservations are limited to (2) two hours, no more than twice in a calendar year. The reservation date and time is subject to space availability and Library operating hours. If approved, Library staff will contact the author within (7) working days to schedule the reservation based on the times listed in item #5 of the Guideline.
- The Library reserves the right to decline an author's table reservation request at our discretion.

## ABOUT THE BOOK

Title \_\_\_\_\_

Target Audience: Adults \_\_\_\_ Teens \_\_\_\_ Children \_\_\_\_ Genre \_\_\_\_\_

Publisher \_\_\_\_\_

Publication Date \_\_\_\_\_ Publisher Location \_\_\_\_\_

## ABOUT THE AUTHOR

Author's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Circle your Preferred Reservation Day: Monday Tuesday Wednesday Thursday Friday

Preferred Reservation Time, 2-hour maximum: \_\_\_\_\_

I have read, understood, and agree to the Local Author Table Reservation Guideline outlined on pages one and two.

Author Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Initials \_\_\_\_\_

