

# CHAPTER 52

BOOKSTORE

## Author event policies

The Fond du Lac Public Library's Chapter 52 Bookstore, located at 52 Sheboygan St., allows local/regional authors to hold sales and signings/meet-the-author visits at the store with the following guidelines:

The library/bookstore will:

- Schedule no more than one author event per month, with a 60-day lead time minimum.
- Schedule author events on a first-come, first-served basis, during regular Chapter 52 hours (Mon-Tue-Wed 2-6 pm; Saturdays 9 am-1 pm). Author events are allowed on one day only.
- Allow one author event per year for each individual author, regardless of publication schedule.
- Provide a table and two chairs in the bookstore.
- Promote the event through methods that may include:
  - o Listing in online Calendar (via [www.fdpl.org](http://www.fdpl.org))
  - o Inclusion in handout paper calendars and events email
  - o Press release
  - o Signage; 15 event posters will be made available to the author, free, upon request (pickup at the library's Main Desk).

Additionally, authors should be aware:

- Authors must handle all aspects of the sale of their books (the library/bookstore takes no cut or percentage). This includes making change, issuing receipts, running credit cards, etc. The bookstore will not provide any transaction services regarding the sale of the books.
- Even with promotion of the author event through standard library channels, these events typically find the most success when the authors themselves heavily promote their appearance through friends, family, neighbors, etc.

**To initiate an author event at Chapter 52 Bookstore, return the attached form & all corresponding documents least 60 days in advance of your preferred event date.**



Fond du Lac Public Library  
32 Sheboygan St  
Fond du Lac WI 54935  
[www.fdpl.org](http://www.fdpl.org)

## Chapter 52 Bookstore author event request

The following information must be submitted at least **60 days in advance of requested date**.

Author's name \_\_\_\_\_

Address \_\_\_\_\_

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

Book title \_\_\_\_\_

Book publish date \_\_\_\_\_ Price \_\_\_\_\_

Short description of book (or submit separate document) \_\_\_\_\_

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Preferred date (Chapter 52 is open Mon-Tue-Wed 2-6 pm; Saturdays 9 am-1 pm)

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Bio of program presenter (2-3 sentences) (or submit separate document)

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Yes, I acknowledge that I will handle all aspects of the sale and signing of the books, including making change.

Yes, I want \_\_\_\_\_ (max: 15) copies of the author event poster, available for pickup at the library's Main Desk

Yes, I understand that these events are most successful when co-promoted by the author

I have attached/will send JPEGs of the book jacket and/or author head shot

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return to: Terri Fleming, [fleming@fdlpl.org](mailto:fleming@fdlpl.org), or mail to 32 Sheboygan St, Fond du Lac WI 54935**