

Prince William Public Libraries Local Author Submission Request

If you're an author who lives in the Washington, D.C. metro area, you can request that Prince William Public Libraries (PWPL) include your book in our collection.

If you would like your book to be considered, please read the criteria and guidelines and fill out the form below.

Criteria:

Author must be willing to donate one copy of one of their book(s) to PWPL.

Author must live in the Washington, D.C. metro area, **with strong preference given to those who live in Prince William County and the City of Manassas.**

Guidelines:

- Your book will be evaluated according to the PWPL Materials Selection policy. PWPL cannot guarantee your book will be accepted.
- If accepted into the collection, PWPL cannot guarantee when it will be accepted or for how long.
- You may be selected to hold a book signing. Book signing scheduling is at the discretion of library branch staff and is not guaranteed.
- Authors will be selected on an ongoing basis. There is no deadline for submissions.
- Within two weeks of submitting this form or at the time you fill this form out, please mail or drop off a copy of your book to:

Prince William Public Libraries
ASC Materials Services Division, ATTN: Kirk Johnson
13083 Chinn Park Drive
Woodbridge, VA 22192

- You may include a small quantity of relevant bookmarks or small flyers. PWPL staff will place your materials with your book at their discretion.
- Your book will not be returned to you whether or not it is selected for inclusion in the PWPL collection.

For more information, please refer to our Local Author Gift policy and our Materials Selection Policy, available on our website at pwcva.gov/library.



**Prince William Public Libraries
Local Author Submission Request Form**

First Name: _____

Last Name: _____

Title of Book: _____

ISBN: _____

Publication Date: _____

Description of Book: _____

Mailing Address: _____

Email: _____

Phone: _____

Comments: _____

Please return form to a PWPL staff member.