

## **808 - Book Signing Policy**

Date Policy Approved: February 2, 2011

### **Hosting a Book Signing at the DeSoto Parish Library**

Any person desiring to use the DeSoto Parish Library to host a book signing for themselves or another author must make all arrangements through the Friends of the Library or their designated representative. Please note that the Friends of the Library are branch specific so it will be necessary to work with the group associated with the branch where the book signing will be hosted. Contact information for the Friends group may be obtained from the local library.

The Friends of the Library will confer with the Branch Manager on possible dates and times. The DeSoto Parish Library can provide the meeting area for the event, but is not allowed by law to host the event.

All book signings will follow the DeSoto Parish Library Meeting Room Policy.

In an effort to make the event a win/win situation for both the author and the Friends of the Library, it is requested that the author consider making a donation to the Friends of the Library to help defer their costs of sponsoring the event, plus providing additional support to the location library, whether it be a monetary amount or donation of books. During the book signing, all monies collected will be handled by the Friends of the Library.