

BUS-007.2i Author Visit Approval

The City of Inglewood Public Libraries welcomes authors and illustrators to the library to meet, discuss, inspire, and share their book(s) with the community members. To ensure a successful author visit the library has set in place criteria for inviting/accepting an author's request to schedule a visit.

- Although the library does not censor any opinion as long as it is not harmful to the public, book selection criteria still apply to an author visit.
See **BUS-004.4 Criteria for Selection**
- Requesting authors must fill out and submit an **Author Visit Request Form**, a headshot (photo) for publicity via all libraries' social platforms and other affiliates (when possible), and 1 copy of their book for review to the Inglewood Public Library. This copy will be treated as a donated copy. See **BUS-007 Gifts and Donations**.
- The Author Visit Request Form must be submitted at least 3 months before the event date.
- All required information (headshot, social media/newsletter graphics, date of visit, and blurb) must be submitted four (4) weeks before the visit.

Last updated: March 21, 2023