



227 Main Street  
East Haven, Connecticut 06512  
(203) 468-3890  
[www.hagamanlibrary.org](http://www.hagamanlibrary.org)

### **Local Authors Policy at Hagaman Memorial Library**

The Hagaman Memorial Library is pleased to offer opportunities for local writers to showcase their latest publication(s) and connect with library visitors. The Local Author's program allows authors to schedule a three hour period during which they can showcase and sell their publication(s) at a table within the library to be placed in a central location to ensure the most visitors. Hagaman Memorial Library will publicize an author's appearance and will make the author's publication(s) available in the circulating collection provided that the publication(s) meets the criteria of the Library's Materials Selection Policy. East Haven authors will be given first priority.

In exchange for the free publicity and use of space at the library, Hagaman Memorial Library asks that authors donate 20% of the sales of their publication(s) to the library (exceptions will be made if sales are minimal) and that authors donate a copy of their publication(s) to the library prior to the author's appearance date.

In order to participate in the Local Author's program, Hagaman Memorial Library asks that authors please fill out a [Local Author's Submission application](#). Once Hagaman Memorial Library receives the author's submission application, the library will contact the author within a week to discuss an appearance.

The Local Author's submission application can be filled out, scanned and emailed to Cynthia Gwiazda, Community Services Librarian at [cgwiazda@hagamanlibrary.org](mailto:cgwiazda@hagamanlibrary.org). If you have questions about this program, please call Cynthia at 203-468-3891.

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**Approved on September 21, 2017 by the Hagaman Memorial Library Board of Trustees**

**Local Author's Submission Application**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_

**State and  
zipcode** \_\_\_\_\_

**Telephone number and best time to reach you:**

\_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Book Title:**

\_\_\_\_\_

**Book Summary:**

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\_\_\_\_\_

**Primary**

**Audience:** \_\_\_\_\_

Please send an electronic copy of the cover of your book(s) in .pdf or jpg format to [cgwiazda@hagamanlibrary.org](mailto:cgwiazda@hagamanlibrary.org).

**Brief Author Bio:**

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**Preferred day(s) of the week (please circle which days are best):**

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

**Preferred time(s) (please circle all that apply):**

- Morning (10:00 a.m.-1:00 p.m.)
- Early Afternoon (12:00 p.m.-3:00 p.m.)
- Late Afternoon (3:00 p.m.-6:00 p.m.)
- Evening (5:00 p.m.- 8:00 p.m.)

**Additional Information:** (in this space, please include: links to your website, and relevant reviews/blurbs, references, and/or any other information you would like us to have:

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