Prince William Public Library System  
Local Author Display Request

If you’re an author who lives in the Washington, D.C. metro area, you can request that the PWPLS feature your book on our local author display. This is a standing display that will rotate among our six full-service branches every two months.

If you would like your book to be considered for this display, 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 PWPLS.

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

Guidelines:

• Your book will be evaluated according to the PWPLS Materials Selection policy. PWPLS cannot guarantee your book will be accepted, nor will your book be guaranteed placement on the rotating display.
• If accepted into the collection and placed on the display, PWPLS cannot guarantee when it will appear or for how long.
• If accepted for the display, you may be selected to hold a book signing at the display during your rotation. Book signing scheduling is at the discretion of library branch staff and is not guaranteed.
• Authors will be selected for participation 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 Library System  
ASC Materials Services Division, ATTN: Jean Ross  
13083 Chinn Park Drive  
Woodbridge, VA 22192

• You may include a small quantity of relevant bookmarks or small flyers. Library 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 PWPLS collection and/or display.

For more information, please refer to our Local Author Gift policy and our Materials Selection Policy, available on our website at pwcgov.org/library.
Prince William Public Library System
Local Author Display Request Form

First Name: ____________________________________________________________

Last Name: ____________________________________________________________

Title of Book: __________________________________________________________

ISBN: __________________________________________________________________

Publication Date: _______________________________________________________

Description of Book: ____________________________________________________

________________________________________________________________________

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Mailing Address: _________________________________________________________

Email: __________________________________________________________________

Phone: __________________________________________________________________

Comments: ______________________________________________________________

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Please return form to a Library staff member.

Library Staff: Send form to Materials Services Box #61