WESTMORELAND PUBLIC LIBRARY OF SUMNER COUNTY

External Request and Submission Form

For authors, presenters, organizations, publishers, and community partners

Important: Submitting this form does not constitute approval, a reservation, acceptance of donated materials, or a commitment of library resources. Requests are reviewed under applicable Sumner County Library Board policies and county requirements.

Please submit this form to WestmorelandLibrary@SumnerCounty.gov.

SECTION 1 — REQUESTOR INFORMATION

Name _____

Organization / Publisher (if applicable) _____

Mailing Address _____

Phone _____

Email _____

Website / Professional Profile (if applicable) _____

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SECTION 2 — REQUEST TYPE

☐ Complimentary book/material donation or collection consideration
☐ Book signing / author appearance
☐ Guest speaker / presenter
☐ Library program or event proposal
☐ Community partnership / outreach
☐ Other (describe below)

SECTION 3 — REQUEST OVERVIEW

Title / name of proposed activity or material _____

Describe your request and why it may be of interest to the Westmoreland community:

_____

_____

_____

Intended audience (children, teens, adults, families, general public, other) _____

Preferred date(s) / timeframe (if applicable) _____

Estimated duration and attendance (if event) _____

What are you asking the library to provide? (space, staff, publicity, equipment, collection consideration, other) _____

Anticipated costs, compensation, sales, fundraising, equipment, staffing, or other support requested:

_____

_____

SECTION 4 — BOOK / MATERIAL INFORMATION (if applicable)

Title _____

Author / creator _____

ISBN or identifier _____

Publisher / distributor _____

Publication date _____

Format and retail price _____

Where the title is available for purchase / distribution _____

Synopsis, intended audience, professional reviews, and other information for consideration:

_____

_____

_____

SECTION 5 — AUTHOR EVENT / PROGRAM INFORMATION (if applicable)

Describe the proposed presentation, topic, activities, learning objectives, and relevant experience or qualifications:

_____

_____

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_____

Will books or other items be sold? If yes, explain. _____

Will compensation or reimbursement be requested? If yes, explain. _____

Will the request involve solicitation, fundraising, political advocacy, religious instruction, or other special considerations? If yes, explain. _____

SECTION 6 — ATTACHMENTS

☐ Book synopsis, ISBN, publisher details, and reviews
☐ Biography / organization information
☐ Presentation outline or event proposal
☐ Budget / cost estimate
☐ Promotional materials (draft only; do not publish as approved)
☐ Other supporting documentation

SECTION 7 — ACKNOWLEDGMENT

I understand that this submission is for consideration only. I will not announce, advertise, schedule, incur costs for, or represent the proposed activity as library-approved unless and until written approval is provided by the appropriate authority. Additional forms, review, documentation, or approvals may be required.

WESTMORELAND PUBLIC LIBRARY OF SUMNER COUNTY

Requestor Signature_____

Printed Name _____

Date _____

Please submit the completed form to WestmorelandLibrary@SumnerCounty.gov.

LIBRARY USE ONLY

Request ID _____

Date received _____

Received by _____

Assigned reviewer _____

Request category _____

Initial status:

☐ Received
☐ Incomplete — information requested
☐ Under review
☐ Referred for required approval
☐ Approved
☐ Approved with conditions
☐ Deferred
☐ Declined
☐ Withdrawn
☐ Completed

Due diligence / review notes:

_____

_____

_____

Decision / conditions _____

Approval authority / referral _____

Decision date _____

Requestor notified (date/method) _____

Next action / due date _____

Records location / file name _____

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