



White Pines Collection Submission Form

Submissions will be accepted throughout the year, and added to the collection quarterly in February, May, August, and November.

Author/Illustrator Name: _____

Parent/Guardian name (only if author is 18 years or younger): _____

Address: _____

Telephone: _____ Email: _____

Book title: _____

Work is: Fiction Non-fiction Biography or Memoir

Intended audience for work is: Adults Teens Children

I confirm that my book meets the following eligibility requirements for inclusion in the White Pines Collection:

- Author currently resides in Port Moody, Coquitlam, Port Coquitlam, Anmore, Belcarra, or Burnaby.
- Book was published between 2013 and 2019.
- Book is professionally printed and bound to withstand the rigours of circulation (loose papers, stapled, binder, duo tang, and screw and post bindings will NOT be accepted).
- Submitter is the legal rights holder of the book being submitted (text or image) and the book's content does not contravene Canadian legislation.
- Author agrees to \$25 honorarium to be delivered when the book is added to the collection on the quarterly schedule.

By submitting a copy of my book to the Port Moody Public Library (PMPL) I understand that:

- If accepted, the book will be included in the White Pines Collection for a one-year term.
- If accepted, the book becomes the property of the Port Moody Public Library and will **not** be returned after the one-year term.
- If the book goes missing or is damaged, PMPL will purchase a replacement copy for the Collection.
- Authors can submit no more than 3 books per calendar year.

Author/illustrator signature: _____ Date: _____

Parent/Guardian signature (if author is 18 years or younger): _____



White Pines Collection Submission Form

Please fill out the following information regarding your submission to the Port Moody Public Library's White Pines Collection. The information will be used to catalogue your item so it is findable in our catalogue.

Title:

Author:

Place of publication:

Publisher:

Year of Publication:

Number of pages:

Illustrations: Yes No

Brief summary (*no more than 150 words*):

Subjects: (if none assigned choose three words that best describe the topic of your book)

Name of any additional contributors (editor, illustrator, added author):



Port Moody
**Public
Library**

100 Newport Drive, Port Moody, BC, V3H 5C3
604.469.4594
portmoodylibrary.ca

Port Moody Public Library's White Pines Collection

\$25.00 Honorarium for addition of title to collection

Please fill in all fields and return signed copy with application form:

Book Title:

Name of Creator:

Total	\$25.00
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I confirm that I am the owner of the given material, or am authorized by the owner of the material to give it to Port Moody public library. If the hereby mentioned book is added to the Port Moody Public Library's White Pines Collection, the Library will issue a one-time \$25.00 honorarium.

I understand that, once accepted, the book becomes the property of the Port Moody public library. Decisions about location, cataloguing, retention, and preservation of the book are at the discretion of the Port Moody public library in accordance with institutional policy.

I accept the above conditions.

Author's signature: _____

Date: _____

Collections & Technical Services signature: _____

Date: _____