

## **Printing of novellas or short stories**

The pilot will cover adult novellas or short stories suitable for use within the adult lending department of the Kensington and Chelsea Library Service.

A member of the Kensington and Chelsea Library Service Stock team will read all submissions to assess worth and suitability. The stories selected will need to meet our criteria listed in the Kensington and Chelsea Library Service Stock selection principles.

This pilot is currently open to all Kensington and Chelsea residents. Once we have finished this pilot in July, we will consider opening it to all Kensington and Chelsea Library users.

### **Criteria**

- In the English language.
- Using Arial font, size 12 (or an equivalent).
- Be capable of being printed in portrait layout.
- It should have 1.5 or double spaced lines.
- It should have been proof-read before submission.
- The inclusion of a designed art work front page is not essential, but a textual front page is required as a minimum.
- It should be no more than 50 A5 pages in length.
- Books are to be submitted either in electronic copy at any branch library or sent to LibEnjoyReading@rbkc.gov.uk email address. An acknowledgement will be sent as receipt.
- The story will not have been submitted before to any other organisation for publication

### **Other information**

- The Library Services accepts no liability for loss or damage of material submitted to it by the author and the author is advised to retain a paper and or electronic copy of any material sent to the Library Service.
- A basic agreement will be drawn up to be signed by the author and the Library Service, saying that the author agrees to the Kensington and Chelsea Library Service stocking their story, and adding to the Kensington and Chelsea Library Service Library Catalogue, but that the Kensington and Chelsea Library Service is not liable to stock it continuously.
- If the title is still available at the end of the pilot, all copies will be returned to the author at the end of the pilot.
- The story will be promoted in all Kensington and Chelsea Libraries and on the Kensington and Chelsea Library page of the Internet.

### **If you have any queries please contact:**

Sally Connew Librarian : Stock

Kensington Central Library, Phillimore Walk, London W8 7RX

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