

Book Acquisition Guidelines and Submission Form

All unsolicited book submissions must be processed through the Southwest Virginia Cultural Heritage Foundation (SWVA CHF), located at One Heartwood Circle, Abingdon, VA 24210. Submissions will be received only by the Administrative Assistant.

All acquisitions must be approved in writing by the SWVA CHF Executive Director or a designated representative and will not be sold through Heartwood retail until approved. Approval does not guarantee that your book will be stocked in Heartwood's retail space.

Is your book a good fit for Heartwood?

Heartwood is dedicated to advancing a creative economy throughout the region of Southwest Virginia. Is your book about Southwest Virginia or strongly related to the culture of Southwest Virginia? Are you a current or former resident of Southwest Virginia, or do you have strong ties to the region? These are important criteria we use to consider your work.

What is Southwest Virginia? The Counties of Bland, Buchanan, Carroll, Dickenson, Floyd, Franklin, Giles, Grayson, Lee, Montgomery, Patrick, Pulaski, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe, as well as the Cities of Bristol, Galax, Norton and Radford.

While new enjoy and respect our neighbors in Northeast Tennessee, Western North Carolina, Eastern Kentucky, and Southern West Virginia, *our focus is on Southwest Virginia*. Does your book align with our focus on Southwest Virginia?

Discontinuance of your product

Heartwood reserves the right to discontinue stocking your product at any time. If your book is approved and stocked, be advised that sales records will be reviewed periodically. We may discontinue stocking your product due to poor sales or any other reasons as deemed necessary by the SWVA CHF Executive Director.

Reviews

Optional: Please feel free to attach professional or academic reviews of your book.

Important Information

Unsolicited books left at Heartwood without a submission form will not be reviewed or considered. If they have not been retrieved within 14 days, they will be discarded or donated to a library or nonprofit organization. Heartwood is not responsible for loss of unsolicited books or damage to unsolicited books. Do not submit more than one copy of each book. Complete a separate submission form for each title.

Submission Form

Book Title	
ISBN (13 digit)	
Author	
Binding (hardcover, softcover, etc.) and size	
Publisher	
Publication Date	
Suggested Retail Price Note: <i>Heartwood purchases its books at a 40% discount.</i>	
Is the book returnable at a full refund?	
Is this book available from a national book distributor, such as Ingram or Baker & Taylor? If yes, which one(s)?	
Type of book	Fiction ____ Nonfiction ____ Poetry ____ Short Story ____ Coffee Table Book ____
Please write a brief description of the book.	
Please write a brief biography of the author, including ties to SWVA.	
Contact Name	
Contact's Mailing Address	
City, State, & Zip	
Telephone Number(s)	
Email Address	

***PLEASE NOTE:** Once this book is submitted it is nonreturnable!

I have read the book acquisition guidelines. By signing this form, I submit that I understand and agree with said guidelines. I also understand that completion of this form does not guarantee the placement of my work in Heartwood.

Signature of contact submitting book

Date

Received by Ray Howard, General Manager

Date

Approved by Committee of Writers for Publication:

Yes ____ No ____

Kalen Collins, Executive Assistant, Southwest Virginia Cultural Heritage Foundation

Date