

Addendum D to UBR Associate Agreement: Moderators

Revision 1: November, 2016

D1. Scope

1. This agreement is between Underground Book Reviews, LLC, a registered company in Virginia, and the Associate signed below. It is an addendum to the UBR Associate Agreement and applies only to Moderators.
2. For this agreement to be in effect, the Associate must have also agreed to and signed the most recent revision of the UBR Associate Agreement, and have agreed to the role of Moderator by signing their yearly UBR Associate Role and Payment Agreement.

D2. Definitions

1. "Submissions" refers to books that have been submitted to UBR, but have not yet been made public on the UBR website.
2. "Moderation" refers to the process of determining the quality of incoming Submissions.
3. "Weekly Moderation" refers to the moderation of all Submissions in a given week.
4. "Individual Moderation" refers to the moderation of a single book, without completion of Weekly Moderation.

D3. Regular Moderator Terms

1. This section (D3) refers only to Regular Moderators.
2. Regular Moderators must commit to doing a minimum of 6 Weekly Moderations over the course of the year.

D4. Moderator Guidelines

1. Moderators will use their Moderator dashboard to access Submissions and will follow the directions on UBR to complete Moderation.
2. Moderators will, at a minimum, read the pitch/synopsis, and the first few paragraphs of the Submission to determine quality.
3. Moderators will do their best to base their opinion on the quality and originality of every Submission within the given genre, not according to their individual tastes.
4. Moderators will vote on each Submission's quality and originality, as well as the book's eligibility for Review, and leave an explanation for their votes.
5. The Submissions Editor will define further criteria for moderation and explain the process via email, phone or internet chat.
6. The Submissions Editor may refine or provide further guidance on moderation criteria week-to-week by communication directly with Moderators.
7. In any given week, in order to participate in Weekly Moderation, Moderators must have written approval from the Submissions Editor.
8. The Submissions Editor may request or permit Individual Moderation on a case-by-case basis. The Associate must be given written permission in order to Moderate only part of the week's submissions.

D5. Payment

1. Terms of payment will be discussed on an individual basis with each Associate, and will be written out in each Associate's yearly UBR Payment Agreement.

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I have read and fully understand the agreement above and do hereby agree to these terms.

Associate

Associate's signature

Date

Underground Book Reviews

By: Amy Biddle
Managing Editor


Managing Editor's signature

11/17/16
Date