Local Authors' Works Policy
Laurel Public Library

Laurel Public Library supports local authors and welcomes including their works in the library's collection. The following policy and request form have been designed to facilitate local authors' requests and the library's consistent selection of local authors' works within the library's collection.

Local authors' works must meet the following criteria to be part of the library's collection:

-A local author is someone who lives within the service area of the Laurel Public Library, and/or is a work that has significant Laurel and/or western Sussex County content.

-Local author works meet criteria set forth in the library's Collection Development Policy.

-The work must withstand regular library use, including, but not limited to, having library-related binding, durable covers, and formats that the library collects and circulates.

Authors meeting the above criteria should contact Laurel Public Library in person, via mail, phone, or e-mail. They should complete the Request to Add Local Author's Work Form, which is available at the library and on the library's website, for each work they wish the library to consider. A librarian will confirm receipt of each form within 30 days and follow up with a decision within 90 days. Local authors should keep the following points in mind:

*The library's collection funds are limited so the library appreciates donated copies of local authors' works. Donated copies will be considered following this policy plus the library's Collection Development Policy and Donation Policy. Said works that are not added to the collection will be held for 30 days. Those items not picked up within 30 days will be considered donations and not returned.

*Local authors who wish the library to purchase their work(s) should ensure that they are available through major vendors, such as Baker & Taylor, Amazon, Barnes & Noble, or the work's publisher. The library may purchase a work directly from the author provided that an itemized invoice with the payee's name, address, and phone number is provided. The library provides net payment within 30 days of receipt of an invoice.

*Should the library decide to add a local author's work to the collection, only one copy of a work will be added unless there is sufficient demand to warrant additional copies. Said additions become the property of the Laurel Public Library, and they are not returned. The library purchases no more than two titles per local author per year.

*The library is not responsible for any marketing or publicity of local authors' works beyond any regular marketing it may otherwise do for its materials.

*The library has limited shelf space, and we focus on popular materials. The library reserves the right to remove local authors' works based on criteria set for in the library's Collection Development Policy, which includes removing low- and non-circulating items as well as damaged items from its collection. The library reserves the right to not replace works that go missing or are checked out and not returned.

*The library is responsible for maintaining a collection of physical materials. The Delaware Division of Libraries maintains a collection of electronic media, and authors desiring that electronic copies of their works be added must contact the Delaware Division of Libraries directly.

*Unsolicited works received by the library that do not follow the above policy are treated as donations and will not be returned.

Laurel Public Library
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Request to Add Local Author's Work
Laurel Public Library

Author's Name: _____ Date: _____

Address: _____

Phone: _____ E-mail: _____

Title of work: _____

Publication date: _____ ISBN: _____

Publisher: _____ Price: _____

Number of pages: _____ Intended audience: _____

Please provide a brief description of the work

_____

_____

_____

_____

Links to the work's or author's website, reviews, or media coverage, if available

_____

_____

_____

The work is available from the following vendors (check all that apply)

___ Baker & Taylor   ___ Amazon   ___ Work's publisher   ___ Barnes & Noble

___ Author   ___ Other: _____

If possible, please include a copy of any reviews of the work.

STAFF USE ONLY

Date received: _____ Reviewed by: _____

Decision: _____ Collection: _____

Comments: _____

_____

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