



## Local Authors Submission Overview

Thank you for your interest in the Addison Public Library. The library wishes to recognize the literary efforts of local, self-published authors, by including their works in the collection whenever appropriate.

In response to the large number of requests we receive from authors who want their materials in our collection, we apply the same criteria to the selection of local, self-published authors, as what is used in the selection of other materials in our collection.

Authors who live in Addison, Itasca, Villa Park, Elmhurst, Wood Dale or Glendale Heights may donate one copy of their material for possible inclusion in the library's collection.

The Collection Development team will review donated materials but does not guarantee their inclusion in the collection.

### Donation Guidelines

The Addison Public Library welcomes the opportunity to support and promote the creative and literary expression of our community.

Authors must reside in Addison, Itasca, Villa Park, Elmhurst, Wood Dale or Glendale Heights. Preference will be given to Addison residents.

- The library will accept one copy of each title. Authors may donate one title per year.
- Authors will fill out the attached **Local Authors Submission Form** and include it with the book that is submitted.
- The library will only accept print copies, bound and formatted in a way that enables circulation, ease of use, and durability. Items must be in new condition.

As with all library materials, the library will apply the same inclusion and retention guidelines as stated in the general materials selection policy.

Once you have submitted your work for consideration, a Collection Development team member will contact you by email confirming your work has been received. Works received for consideration will be reviewed by the staff responsible for the collection in which your book might fall (fiction, non-fiction, children's). The staff will consider the material in relation to the library's collection development criteria, discuss the decision with their supervisor, and a final decision will be made. You will be notified by email regarding the decision within one month from receipt of your materials.

If your work is refused based on the Library's guidelines, the library staff will hold the work for thirty (30) days for you to pick-up. Unsolicited work(s) received in the mail will not be returned.

All accepted materials become the property of Addison Public Library and cannot be returned to the donor for any reason.