

Local Author Shelf Submission Policy

Purpose

The Library is an idea center, and we work to empower creative expression. One way that we achieve this goal is by supporting local authors by giving their books a place in the physical collection on the Local Author Shelf.

Policy

Arlington is home to many writers whose work may be featured on our Local Author Shelf. A single copy of a book donated by an Arlington author may be added to the Local Author Shelf. Materials that are donated become the property of the Library and will not be returned to the donor. E-books may be included in the Library's digital media collection, provided a suitable platform is available to the Library for this purpose.

The following collection guidelines are followed:

- The author or illustrator of the work is a resident of Arlington.
- Adult, Young Adult, and Children's books are acceptable.
- The library may add donated books to the Local Author Shelf, but does not purchase titles for the Local Author Shelf.
- Authors are encouraged to submit no more than three titles per year, due to limited space.
- Inclusion of a title does not constitute endorsement of its content by the Library Board.
- Library staff reserve the right to decide when a book must be withdrawn. In general, Local Author Shelf books may be available for one year.
- At the end of the year, at the Director's discretion, donated Local Author Shelf materials may be considered for the general circulating collection in accordance with the library's Collection Development Policy.

What Local Authors Can Expect from the Library

Through inclusion of local authors' works on the Local Author Shelf, the Library supports the author's efforts to make their work accessible to the larger community. The Library bears no additional obligation for marketing an author's work. It is neither the role nor the responsibility of the public library to provide any of the following services for authors: literary agent, reviewer, proofreader, publisher, editor, publicist.

Items on the Local Author shelf will be part of a browsing collection; they will be visible in the library catalog, but not requestable.

Adopted by the Board of Trustees 8/12/14.