



Local Authors' Works

Adopted: 8/1/2014

New Castle County Libraries value our local authors and welcome the inclusion of their works into our collections. For a work to be added, it needs to meet the following criteria:

- “Local Author” is defined as created by someone who lives in New Castle County, the work has significant New Castle County or Delaware content, and/or the work has high interest for Delaware residents.
- Local author works must meet selection criteria as defined by the library’s Collection Development Policy.
- Works must be able to stand up to regular library use. They must have a library-rated binding (i.e., no stapled or spiral bindings), durable covers, and be in a format that the library already collects and circulates.

Process For Submission

Interested authors that meet the above criteria are directed to approach their local branch library in person, by mail, or by phone. Please have the attached Request To Add Local Author’s Work form (**Appendix D**) prepared, keeping the following conditions in mind:

- A Request To Add Local Author’s Work form is required for each work that is submitted for consideration.
- Local authors can choose to have a single copy of their work housed at their local branch; if a specific location is not requested, we will place the title in a branch of our choosing. New Castle County Libraries will not add multiple copies of a local author’s work unless there is sufficient demand to warrant additional copies.
- Collection funds are limited, so the libraries are grateful to authors who choose to donate copies of their works. Authors who wish us to purchase their work should ensure that the work is available through either of our major vendors or a local bookstore with whom we have an existing purchase agreement. A current list of approved vendors is available upon request. New Castle County Libraries must purchase works from these approved vendors and cannot purchase works directly from the author.





- Local authors' works will either be placed in a Local Author collection or included in the general collection at the discretion of the library.
- New Castle County Libraries have limited shelf space and we focus on popular materials. If a local author's work is added but does not circulate, or the work is damaged, the library reserves the right to delete it from the collection. We will not notify authors when their work is deleted.

Unsolicited works received by New Castle County Libraries which do not follow the above procedure will be treated as donations and will not be returned to the sender.

Appendices

Appendix A: Request To Add Local Author's Work Form



APPENDIX A
Request To Add Local Author's Work

Author Name: _____ Date: _____

Address: _____

E-Mail: _____ Phone: _____

Title Of Work: _____

Publication _____

Date: _____ ISBN: _____

Publisher: _____ Number
Of Pages: _____ Price: _____

Intended Audience _____ Requested Library _____

Please provide a brief description of the work

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

Available for purchase through (check as many as apply)

Baker & Taylor Amazon
 Other _____

STAFF USE ONLY

Branch Location _____ Collection _____

Date Received _____ Reviewed By _____

Approved Yes No _____



Request To Add Local Author's Work

Author Name: _____ Date: _____

Address: _____

E-Mail: _____ Phone: _____

Title Of Work: _____

Publication _____

Date: _____ ISBN: _____

Publisher: _____ Number
Of Pages: _____ Price: _____

Intended Audience _____ Requested Library _____

Please provide a brief description of the work

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Approved Yes No _____