

LOCAL AUTHORS COLLECTION SUBMISSION FORM

Saratoga Springs Public Library does not purchase unsolicited materials, nor does it generally purchase self-published books if those books do not have published professional reviews. If you wish to donate in the spirit of providing public access to your work, the completion of this form is the first step in the consideration process.

Information about you:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone #: _____ E-mail: _____

Information about your book:

Title: _____

One or two sentence description of the book, its genre, and its intended audience: _____

Has your book received any published reviews by professionals, won any awards, or do you have accompanying publicity materials? If so, please describe and attach copies with your submission: _____

Please read the guidelines on the back of this form and sign the statement below.

My signature below indicates that I have read and understand the Saratoga Springs Public Library Collection Development Guidelines for Local and Self-Published Authors. I wish to donate a copy of my work to Saratoga Springs Public Library and I release all claims for compensation related to the use of this item. I understand fully that my donation will not be returned to me, regardless of the disposition decision made by library selectors. I understand that librarians are not able to meet with authors individually, provide editorial service or advice, or confirm the final disposition of donations. I understand that If the work is accepted for addition to the Local Authors collection, my sole acknowledgement will be that the title will appear in the library catalog within approximately 60 days, and that acceptance of one title does not guarantee acceptance of additional titles.

Signature: _____ Date: _____

Please submit your book, along with this completed form and any accompanying documentation to the Head of Adult Services or Head of Youth Services, as appropriate for its intended audience.

We thank you for your submission and your interest in sharing you work with our community!

COLLECTION DEVELOPMENT GUIDELINES FOR LOCAL AND SELF-PUBLISHED AUTHORS

Saratoga Springs Public Library endeavors to collect materials with strong local interest, particularly books by local authors. A local author is one who is a current or longtime resident of the Saratoga Springs City School District, or whose work is set in the district, or who created the work while living in the district. There are two primary ways that such books are added to our collection:

Books by Mainstream Publishers: Books by mainstream publishers have generally gone through several rounds of quality control before they come to the attention of our selectors. These include editing, design, production, and reviewing by professionals. Because of the volume of books published annually, our professional librarian selectors rely on established review sources such as *Booklist*, *Library Journal*, *Publishers Weekly*, *Kirkus Reviews*, etc., to help guide their decisions. Generally, we purchase these items from wholesale booksellers with whom we maintain contracts. Less often, we purchase them from retail booksellers. Author donations are welcome. These items are integrated into the general collection.

Self-Published Books: In order to support the literary creativity and expression of people in our community, the library will maintain a circulating collection of donated self-published materials by local authors. This collection will primarily incorporate fiction and poetry. These works will be evaluated by our professional librarians according to criteria in our Collection Development and Materials Selection Policy. The library does not purchase unsolicited materials, nor does it generally purchase self-published books if those books are not reviewed in established sources. These items will be shelved in a separate Local Authors collection for one year, after which they will either be withdrawn or added to the general collection.

GUIDELINES AND CONSIDERATIONS FOR SUBMITTING SELF-PUBLISHED MATERIALS

- The author must be a Local Author according the definition above.
- All donated books become the property of Saratoga Springs Public Library, and cannot be returned.
- Only one copy of a donated self-published book will be accepted.
- Donated books must have been published within the past three years and in unused, new condition.
- No more than three titles by an author will be considered each year.
- Books must be professionally printed and bound in a format suitable for circulation. Items that are spiral bound or stapled, and pamphlets and brochures, will not be accepted. We are unable to accept materials in any electronic format.
- Authors are encouraged to include professional reviews with all donations. Please note that customer reviews from retail booksellers or websites like Goodreads are not considered professional reviews.
- All items that are considered for permanent addition to the collection are evaluated by the criteria outlined in the Collection Development and Materials Selection Policy.
- The library is solely responsible for determining the disposition of donations, which will either be addition to the collection, donation to the Friends of Saratoga Springs Public Library Book Shop, or recycled.
- All items added to the Local Authors collection will be subject to the same retention standards as any other material, and may be withdrawn and disposed of over the course of time. Items that are lost or withdrawn are not automatically replaced.
- The library is not responsible for reviewing, marketing, or publicizing a local author's work, nor can library staff provide editorial service or advice.