



## Lewes Public Library Request to Add Local Author's Work

The Lewes Public Library (LPL) values our local authors and welcomes the inclusion of their works into our collections. For a work to be added, it shall meet the following criteria:

- “Local Author” is defined as created by someone who lives in the Lewes area , the work has significant Lewes or Delaware content, and/or the work has high interest for local residents.
- Local author works must meet selection criteria as defined by the 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 LPL already collects and circulates.

### Process for Submission

Interested authors that meet the above criteria can submit their work for consideration at the Circulation Desk. Please have the Request to Add Local Author's Work form 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 submit a single copy of their work. The LPL will not add multiple copies of a local author's work.
- Collection funds are limited, so LPL is grateful to authors who choose to donate copies of their works. In most cases, budget constraints do not allow us to purchase local authors' works.
- Local authors' works will generally be added to our Local Authors collection.

LPL has 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, LPL reserves the right to delete it from the collection. We will not notify authors when their work is deleted.

Unsolicited works received by LPL which do not follow the above procedure will be treated as donations and will not be returned.

Updated Policy Approved by the Board of Commissioners: November 23, 2021.



## Lewes Public Library Request to Add Local Author's Work

Author Name:

Date:

Complete Street Address:

Email Address:

Phone Number:

This is a (please circle):    Donation

Request to Purchase

Title of Work:

Publication Date:

ISBN:

Publisher

Number of Pages:

Price:

Intended Audience:

Please provide a brief description of the work and explanation of suitability for inclusion in the Local Authors collection:

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

Available for purchase through (circle all that apply):

Baker & Taylor

Amazon

Ingram

### Staff Use Only

Date Received:

Reviewed by:

Approved:

Yes

No

Collection: