

<b>Policy Section:</b> Collection	<b>Policy Number:</b> Col - 08
<b>Approved Date:</b> September 16, 2013	<b>Motion #</b> 4.4.2
<b>Supersedes:</b>	<b>Motion #</b>

## Local Authors Collection Policy

The Bradford West Gwillimbury Public Library supports the work of local authors and welcomes the growing opportunities that new self-publishing technologies offer local writers for self-expression.

The Library has a Local Authors Collection for recent works in print written by authors with a connection to the Town of Bradford West Gwillimbury. Books in this collection are acquired through donation.

Authors wishing to donate books to this collection must meet the following criteria:

- Works with cassettes, CDs or DVDs will not be accepted.
- eBooks will not be accepted.
- Books must be written in either French or English.
- The library cannot accept any works which are in contravention of Canadian legislation.
- The binding must be strong enough to withstand at least 20 readings/circulations. Books will be removed from the collection and disposed of when bindings give out. Authors can search the online catalog anytime to determine whether their works are still in the collection.
- A completed and signed copy of the Local Author Submission Form must be included with each book submitted. The information from the submission form will be entered into our catalogue along with the subject "Local author."

Please be aware that:

- Books contributed to this collection become the property of the library.
- Non-fiction books included in this collection must meet the selection criteria of the library's Materials Selection Policy, Col-01.

- Local author books will be designated by a “Local Author” sticker on the spine, and will be interfiled with the main body of the library’s collection. E.g. adult fiction by a local author will be shelved in the Adult Fiction area.
- Books contributed to this collection may be removed from the collection at the discretion of the library, in accordance with the Materials Deselection Policy, Col-06
- Removed books will not be returned to contributors.
- If the work is published by a publishing company, the library will consider adding the book to the regular collection, using the criteria outlined in our Material Selection Policy, Col-01.
- The Bradford West Gwillimbury Public Library retains the right to make exceptions to any of the above criteria.



## Bradford West Gwillimbury Public Library Local Authors Collection Submission Form

Please complete, sign and submit this form, with your book, to the Bradford West Gwillimbury Public Library, attention Local Authors Collection.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

email: \_\_\_\_\_

To help us catalogue your book:

What is(are) the major subject(s) of this book?

\_\_\_\_\_  
\_\_\_\_\_

Has the book been submitted to Library and Archives Canada?

Please check one                      yes \_\_\_                      no \_\_\_

For more information about Library and Archives Canada's mandate to collect works created or published in Canada, see <http://www.collectionscanada.gc.ca/collection/acquisition/003001-100-e.html>

### Agreement

I agree to the terms specified in the Local Authors Collection Policy. I give permission to Bradford West Gwillimbury Public Library to use the work, or an image thereof, to promote the Local Authors Collection. I confirm that the book is not in contravention of Canadian legislation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date