

## Local Author Policy

The Library is delighted to welcome, showcase, and support our local authors in North Miami Beach and the greater Miami area! If you are interested in adding your book to the collection, please see the guidelines below.

### Submitting a Physical Book to the Library

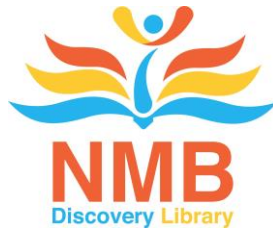
Local authors who wish to submit a book to the Library may do so by filling out the Local Author Submission form and providing a new copy of their fiction or nonfiction book to the Library, either by presenting it in person or by mailing it to the Library. The Library can accept the following types of works:

- Biographies
- Board games or card games
- Fiction books (novels or novelettes)
- Graphic novels
- Nonfiction books (books on real-life subjects)
- Poetry (chapbooks or full books)

The Library *cannot* accept textbooks, audiobooks, coloring books or activity books designed to be written/drawn in, pamphlets, video recordings, pornography, web content, or any other type of media not listed here. The Library also cannot accept ebooks at this time.

Once submitted, the Library's Collection Development staff will review the book for inclusion based on size, quality, content, and construction. If a book has been accepted, the Librarian will attempt to contact the local author to inform them of its acceptance. Books will be added to the Library in the same format and with the same circulation rules as any other item in the collection.

If a donated book cannot be added to the Library's collection, the Library will hold the item to return to the author if they wish to return and pick it up. Unfortunately, the Library cannot mail items back to authors in remote locations



## **Item Longevity**

Local author submitted works are subject to the same circulation and deaccession policies as other items in the Library, meaning that they may be removed from the collection under the following conditions:

- The book has not circulated (been checked out/used in-house) in more than one year
- The book has become damaged such that it can no longer be safely circulated
- The book has been replaced by a newer edition of the same work
- Librarians have determined that the book should be removed for any other professional reason

Just as with any other item in the collection, the Library will make every effort to preserve and keep it circulating, but the Library cannot guarantee that the item will not be lost if it community users fail to return it or it is lost during the normal course of transport and use.

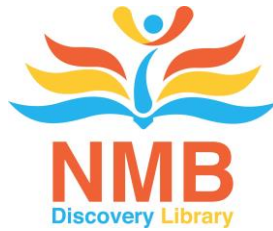
Books removed from the collection for any of the above reasons that are still in readable condition may be placed in the Friends of the Library Book Sale.

## **Author Events**

If you are a local author and wish to hold a book talk, reading, signing, or other author event, the book must first be provided to the Library and approved for inclusion. Once it has been, if the author has indicated interest in a Library program and provided contact information, Librarians will contact them to discuss possible programming opportunities. Where possible, the Library will also consider the local author for inclusion in multiple-author events, showcases, or the annual Literacy Fair.

Library events must be open to all members of the public that wish to participate and must be held on Library property within normal operating hours. The Library will make every effort to accommodate an author's wishes with regards to the program's content and presentation, but reserves the right to refuse requests where they conflict with Library policies.

The Library is not able to host ongoing book sales or to advertise for any for-profit business or venture related to an author outside of such events.



## Local Author Book Submission Form

Please return this completed and signed form to the Director for consideration.

AUTHOR NAME: \_\_\_\_\_

PARENT/GUARDIAN (if under 18): \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ITEM TITLE: \_\_\_\_\_

OTHER INFO (optional): \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

I understand that this book submission to the Library does not guarantee acceptance.

I am interested in holding an author program at the Library and would like to be contacted if my book is accepted for inclusion.

**The undersigned agrees to abide by all regulations and requirements of the Library's policies governing its collection and programs.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_