
Last Revised: March 2018	Reviewed: Annually	Point of Contact Elaine Bird, Director of Support Services
Policy Number: P20		Pages: 3

Local Author/Creator Collection Policy

Policy Statement

The Pickering Public Library supports the work of local authors and creators and welcomes the opportunity to expose the community to the creative efforts of its members. Therefore, the Library is pleased to include the works of local authors and creators in the collection, wherever possible. For the purposes of this policy, a local author/creator is defined as a resident of Pickering.

Policy Principles

For a work to be included in the Local Author / Creator collection the Library uses the following guidelines:

- The author/creator must be a resident of Pickering
- Authors/creators must submit a copy of their work for review, along with a completed and signed Submission Form (see Appendix I).
- The author must be willing to donate a copy of the work to the Library.
- Donations must meet the selection criteria outlined in the Resource Development Policy <http://www.picnet.org/sites/default/files/ResourceDevelopmentPolicy.pdf>
- Works must be in a format and language that the Library currently collects and circulates. Ebooks must be converted to ePub format to work with the Library's ebook platform. We are unable to accept eaudiobooks at this time.
- Works of a local history nature should be directed to the Local History and Genealogy Librarian

- When the Library accepts a work, it will be entered into the Library catalogue, processed with a “local author” sticker on the spine and displayed in the appropriate collection
- Works that are accepted into the collection become the property of the Pickering Public Library and as such cannot be returned to the donor
- Inclusion or rejection of a title does not constitute endorsement or disagreement of its content by the Library
- The Library reserves the right to remove from the collection any works are unused, outdated, worn or damaged. (See Section 15 of the Resource Development Policy). We are unable to notify authors/creators when their work is removed.
- Through inclusion in the Library’s collection, the Library supports the author/creator’s efforts to make their work accessible to the larger community. The Library does not have the resources or expertise to act on the author’s behalf as literary agent, publisher, editor, publicist or bookseller.

Alternate formats available upon request. Please talk to Library staff.

APPENDIX I

SUBMISSION FORM FOR LOCAL* AND/OR SELF-PUBLISHED** WORKS

*Local authors/creators are defined as residents of Pickering. Works by local authors are evaluated according to the Local Author/Creator Collection Policy.

**Self-published works by non-Pickering residents are evaluated according to the Resource Development Policy <http://www.picnet.org/sites/default/files/ResourceDevelopmentPolicy.pdf>

Please complete, sign and submit this form with your work to any branch.

Or mail to: Pickering Public Library
Attn: Collections Librarian
P.O. Box 368
Pickering, ON L1V 2R6

Author/Creator Name: _____

Address: _____

Phone #: _____ Email: _____

Pickering Library Card # (if local author): _____

Title of work: _____

Publication date: _____ ISBN: _____

Intended Audience (check one): Adults Teens Children

Please provide a brief description of the work

Please attach any additional information (links to website, reviews, media coverage, etc.) to this form (if applicable).

Local authors/creators only: I have read and agree to the terms of the Local Author/Creator Collection Policy.

Signature: _____ Date: _____