



## **BEDFORD PUBLIC LIBRARY**

### **Local Author Shelf Policy**

The Bedford Public Library wishes to recognize the literary and creative efforts of Bedford residents by maintaining a collection of books donated by local authors. This collection is designed to give new and emerging writers an opportunity to be read by their friends, neighbors, and the wider Bedford community. Donated books must be accompanied by a completed Local Authors Submission Form. Unsolicited works received by the library that do not follow this policy are treated as donations and will not be returned.

A single copy of a book published within the last 12 months and donated by a Bedford author may be added to the Local Author Shelf. Materials that are donated become the property of the Library and will not be returned to the donor. Each book will have a bookplate stating "This book was donated to the Bedford Public Library by the author for the Local Author Collection." It may take up to 90 days to catalog and process Local Author Collection books.

The collection guidelines are as follows:

- The author or illustrator of the work must be a resident of Bedford and a Bedford Public Library cardholder.
- Adult, Young Adult, and Children's books are acceptable.
- The Library may add donated books to the Local Author Shelf but does not purchase titles for the Local Author Shelf.
- The Library recognizes that many local authors' books are self-published and typically may not have been reviewed by standard sources. However, they should otherwise meet the standards outlined in our Materials Selection Policy.
- The work must be able to withstand regular library use, including being dropped in the book return. Books must be professionally printed and bound. We cannot accept spiral bound books.
- No more than three titles per year can be accepted per author due to limited space.
- Inclusion of a title does not constitute endorsement of its content by the Library Board of Trustees.
- The Library reserves the right to remove local authors' works based on criteria set forth in the Materials Selection Policy, which includes removing low and non-circulating items as well as damaged items, as the collection focuses on popular materials. In general, Local Author Shelf books may be available for one year. The Library reserves the right to not replace works that go missing or are checked out and not returned.
- The Library cannot accept materials in eBook or eAudiobook format.

Through inclusion of local authors' works on the Local Author Shelf and the library catalog, the Library supports the author's efforts to make their work accessible to the larger community. The Library bears no additional obligation for marketing an author's work. It is neither the role nor the responsibility of the public library to provide any of the following services for authors: literary agent, reviewer, proofreader, publisher, editor, publicist.

Items on the Local Author shelf will be part of a browsing collection and will be visible and requestable via the library catalog. Due to limitations on staff time, we cannot discuss individual titles with authors.

Adopted by the Board of Trustees September 6, 2024