



Bedford Public Library Local Author Collection Guideline

Purpose

The **Local Author Collection Guideline** outlines the criteria used for the acceptance of books donated by local authors from Bedford, Texas.

To have a book added to the collection, the author must meet all criteria below, complete and submit the **Local Author Book Submission Request Form**, and receive confirmation from a Library staff person that the book will be added.

The Library will only consider purchasing books that meet the criteria outlined in our **Collection Development Guideline**, specifically that the item is new and in high-demand. Books by local authors that do not meet those criteria may choose to donate their work to the Library based on the guidelines below.

Criteria

1. The author must be an adult, 18 years old and up, who currently lives in Bedford, Texas.
2. The book must be in new condition, and either bound in hardcover or trade paperback, with a spine width of at least 0.25 inches and weigh over 0.2 pounds. Spiral bindings, comb bindings, stapled spines, and other formats not suitable for library circulation will not be accepted. Ebooks will not be accepted.
3. Workbooks, journal-style books, and textbooks will not be accepted. Books with accompanying cassettes, CDs, or DVDs will not be accepted.
4. The author represents and warrants full ownership and legal rights to publish all material in the donated book, including artwork.
5. No more than two (2) books from a single author will be accepted in a 12-month period.
6. The author must complete and sign the **Local Author Book Submission Request Form** for each title submitted.
7. Authors will be notified within 30 days of submitting the form. Due to limitations on staff time, we cannot discuss individual titles or decisions with authors.
8. The Library adds over 14,000 items to the collection annually. Donated items take longer to be added to the collection since they are not pre-processed.

Guidelines

1. Books donated to the Library become property of the Library. The book(s) may be removed from the collection at any time at the discretion of the Library and will not be returned to the author/donor.
2. Acceptance of a donated book for the collection does not guarantee that the Library will add additional copies.
3. Bedford Public Library retains the right to make exceptions to any of the above criteria, following our **Collection Development Guideline**.



Local Author Book Submission Request Form

Local adult authors who live in Bedford, Texas must complete and submit the form below to have one (1) donated copy of your book considered for the Library collection. Please submit this form to staff at the front desk in the Library. The Bedford Public Library is located at 2424 Forest Ridge Drive in Bedford, Texas.

Criteria and Guidelines

- The book must be in new condition, and either bound in hardcover or trade paperback.
- Workbooks, journal-style books, textbooks, and books with accompanying media will not be accepted.
- The author represents and warrants full ownership and legal rights to publish all material in the donated book, including artwork.
- No more than two (2) books from a single author will be accepted in a 12-month period.
- Authors will be notified within 30 days of submitting this form to staff. Due to limitations on staff time, we cannot discuss individual titles or decisions with authors. Decisions made by the staff are final.
- Books donated to the Library become property of the Library. The book(s) may be removed from the collection at any time at the discretion of the Library and will not be returned to the author/donor.
- Acceptance of a donated book for the collection does not guarantee that the Library will add additional copies.
- Bedford Public Library retains the right to make exceptions to any of the above criteria, following our **Collection Development Guideline**.

ABOUT THE BOOK

Title _____

Target Audience: Adults ___ Teens ___ Children ___ Genre/subject _____

Publisher _____

Publication Date _____ Publisher Location _____

ABOUT THE AUTHOR

Author's Name _____

Address _____

Phone _____ Email _____

I have read, understood, and agreed to the Local Author Collection Guidelines.

Author Signature _____ Date _____

Staff Initials _____

