



Wood Library Association
134 N Main St
Canandaigua, NY 14424

LOCAL AUTHOR COLLECTION

ADOPTED by Wood Library Board of Trustees 09/25/2023

Wood Library offers local authors designated display areas in order to give new and emerging writers, especially those whose books are not yet widely reviewed or stocked by libraries and bookstores, an opportunity to be read by other members of their community. Please review the following guidelines prior to completing the attached Local Author Form.

Donation Guidelines

- The library does not purchase self-published and print-on-demand titles due to their overwhelming volume. However, copies donated by the author or publisher will be considered for the Local Author Collection and may be accepted at the library's discretion.
- Books by local authors that have been reviewed in standard sources such as Library Journal, School Library Journal, Kirkus Reviews, Booklist, or Publisher's Weekly, will be considered for purchase as an addition to the library's general collection.
- Books must be available through mainstream publishers and vendors like Baker & Taylor or Ingram, unless they are donated.
- To be considered for the collection, books must be written by current Ontario County residents, take place in Ontario County, or must otherwise demonstrate a strong local interest.
- Accepted books will be cataloged and shelved for three years per Wood Library's Collection Development Policy. At the end of this time, they may be removed from the collection to make room for newer selections.
- All books submitted for this collection become the property of Wood Library, and as such cannot be returned to the donor, whether they have been accepted for the collection or not.
- All donated books must be in new or like new condition.
- Titles must be published within the last ten years.
- The library will accept only one (1) title per author each year.
- Submissions must be professionally printed and bound. Spiral-bound items, pamphlets, textbooks, and workbooks will not be considered for the collection.
- The author represents and warrants full ownership and/or legal rights to publish all material in their book, including artwork.

Collection Guidelines

All materials submitted for the Local Author Collection will be treated with the same selection guidelines used for our current print collections. Submission of the form does not guarantee a book will be accepted. All books must be approved by library staff prior to being added to the Local Author Collection.

Wood Library bears no obligation for marketing an author's work. Authors are fully responsible for promoting their work. Local author titles selected for inclusion in the collection become the property of Wood Library and are subject to the same assessment guidelines and retention schedule as other library materials per the Collection Development Policy. Works not accepted for the collection will not be returned to the author. They will be given to Wood Library's Friends group to include in library book sales.

Author Programs

We are fortunate to have a great number of authors in our community. Though we would like to accommodate them all, we have limited time, space, and staff for programming. Programs for a single author are rare occurrences and are considered only when the book has received widespread recognition. We encourage authors to reserve a meeting space at the library to hold their own program.

How to Submit Your Work

- Review the Donation and Collection Guidelines above for the Local Author Collection.
- Complete the Local Author Form below.
- Bring one (1) copy of your book along with your completed Local Author Form to the Circulation desk during open business hours.
- A librarian will acknowledge receipt of your book and form within 14 business days.



Local Author Form

First Name: _____ Last Name: _____

Phone Number: _____ Email: _____

First Name of Author (if different): _____ Last Name: _____

Author Website (optional): _____

Book Title: _____

Publisher: _____

ISBN # (if available): _____ Publication Date: _____

Intended primary audience:

Children's

Teen

Adult

Category (check all that apply):

Fiction

Science Fiction

Graphic Novel

Short Stories

Mystery

Non-Fiction

Poetry

Biography/Autobiography

For works of nonfiction, specify credentials or a description of your expertise in the subject area:

I have read the Local Author Collection policy and wish to submit a work for consideration.

Print Name: _____

Signature: _____

Date: _____