

DONATION OF WORKS BY LOCAL AUTHORS/CREATORS POLICY

The Library is committed to supporting local authors and illustrators by welcoming donated copies of local fiction or nonfiction works for inclusion in our collection. We sincerely appreciate local authors donating their works to support the Library.

SUBMISSION CRITERIA:

- Materials submitted for consideration must be accompanied by a completed and signed *Donation of Works by Local Authors/Creators* form.
- Items must have been published/released in the last three years and be in new or like-new condition.
- The Library will accept only two copies of a work: one for circulation and one for the archives.
- The work's author or illustrator must be a Sharon resident (current or former).
- Author and illustrator submissions are limited to two works per year.
- The Library will accept only print-bound books for this collection, excluding pamphlets, spiral-bound items, textbooks, and workbooks.

EVALUATION AND ACCEPTANCE:

- All materials submitted for inclusion in the collection are subject to the overall guidelines of the *Collection Development Policy*.
- The inclusion of a work does not constitute the endorsement of its content by the Board of Library Trustees (BOLT) or the Library itself.

RIGHT AND REMOVAL:

- Submitted materials become the property of the Library.
- The Library reserves the right to include or exclude any work from the collection for any reason.
- Materials submitted to the Library may be removed for any reason, at any time. Items will not be returned.

Although we must subscribe to the above guidelines, we understand the significant effort involved in publishing one's own creation and applaud the generous spirit with which these materials are offered.

POLICY/PROCEDURE: Donation of Works by Local Authors/Creators		GOVERNANCE: Board of Library Trustees
ADOPTION DATE: 4/15/2026	REVISION DATE(S):	LAST REVIEWED: 4/15/2026



DONATION OF WORKS BY LOCAL AUTHORS/CREATORS FORM

The Sharon Public Library does not purchase unsolicited materials, nor does it generally purchase self-published books that lack published professional reviews. If you wish to donate in the spirit of providing public access to your work, completing this form is the first step in the consideration process.

Information about you:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone #: _____ E-mail: _____

Information about your book:

Title: _____

One or two sentence description of the book, its genre, and its intended audience:

Has your book received any published reviews by professionals, won any awards, or do you have accompanying publicity materials? If so, please describe and attach copies with your submission:

Please read the guidelines on the back of this form and sign the statement below.

My signature below indicates that I have read and understand the *Donation of Works by Local Authors/Creators Policy*. I wish to donate a copy of my work to Sharon Public Library, and I release all claims for compensation related to the use of this item. I understand that my donation will not be returned to me, regardless of the decision made by Library selectors regarding its disposition. I know that librarians are not able to meet with authors individually, provide editorial service or advice, or confirm the final disposition of donations. I know that if the work is accepted for addition to the Local Authors' collection, my sole acknowledgement will be that the title will appear in the Library catalog within approximately 60 days, and that acceptance of one title does not guarantee acceptance of additional titles.

Signature: _____ Date: _____

Please submit your book, along with this completed form and any accompanying documentation, to the Library Director. We thank you for your submission and for sharing your work with our community.

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