

# Local Author Collection Author Submission Form:

Title: \_\_\_\_\_

Publication Date: \_\_\_\_\_ Publisher: \_\_\_\_\_

Author(s): \_\_\_\_\_

Target audience:    Adult    Teen    Children    Fiction    Non-Fiction

Give a short description of the work (30 words or less):

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## Author Agreement:

I give the Lakeland Public Library permission to add my publication to the library and I release all claims for compensation related to use of the materials. I also affirm that I have full ownership and legal rights to publish the material. Submission of this form implies consent to these guidelines.

I have read and agree to the guidelines below:

- Materials that are accepted and added to the collection will be subject to the same standards as any other library material and may be reconsidered, weeded and withdrawn over time. No items can be held for or returned to individuals. Titles that are damaged, lost, or withdrawn are not automatically replaced.
- Materials that are not accepted for addition into the Library's collection will be donated to the Friends of the Library for their book sale.
- The Lakeland Public Library reserves the right to process and display materials based on established procedures.
- I understand that submission of this form does not guarantee selection and inclusion in the local author collection.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Please send, or drop off, a copy of your book along with this completed submission form to:  
**Local Author Collection, Lakeland Public Library, 100 Lake Morton Drive, Lakeland, FL 33801**

# Lakeland Public Library

## Local Author Collection

The Lakeland Public Library wants to support local authors, so we have developed a Local Author Collection to help connect you with readers. If you are interested in having your work considered for the Collection, just fill out the submission form and return it, and a donated copy of your work, to the Lakeland Public Library, 100 Lake Morton Drive, Lakeland, FL, 33801.

Questions about the process? We've provided some answers:

### **Who is considered a Local Author?**

A local author must live, or have spent a significant portion of their life, in Polk County Florida or a county immediately adjacent.

### **What happens after the Library receives my form and donated copy?**

The material will be reviewed by a library staff member. If the book is accepted for the Local Author Collection, it will become library property and be processed accordingly with a spine label, barcode, and property stamp. A short record will be added to the Library's database and the material will be shelved in a dedicated "Local Author" area, available for check-out.

If the material is not added to the collection, it will be donated to the Friends of the Library for their ongoing book sale.

### **What kinds of material would not be added?**

There are some types of materials the Lakeland Public Library does not add to its collection: textbooks, specialized or highly technical non-fiction, or any material deemed unsuitable for the targeted age group.

Also, the following formats would not be added: any loose-leaf pages or workbooks. Your work must be bound and, preferably, have an ISBN assigned to it.

### **You added my book two years ago, but now it's gone. What happened?**

A library's collection is always changing. The Local Author Collection is no different. If your book was added and now it is no longer available, it could have been damaged or lost. Or it could have been withdrawn during routine collection maintenance. Titles that are damaged or lost are not automatically replaced.

### **Will you return my material to me if it is not added, or later withdraw from the collection?**

No. Once you have submitted your material for consideration it becomes the Library's property.