



## Submitting Your Book to Niagara Falls Public Library's *Local Authors Collection*

Niagara Falls Public Library offers a display shelf at the Victoria Avenue Library for local authors who want to present their work to Library users. This collection is designed to give new and emerging writers an opportunity to be read by their community.

Please read the *Self-Published Books* policy before submitting your work to determine if it meets the criteria for inclusion.

To submit your book for consideration, please complete the following:

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

Author's Name: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Where has your book been reviewed? Please give title of publication, date of review, and page number or web site URL. \_\_\_\_\_

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Please feel free to attach review, publicity materials or other supplementary information if available.

**Please forward one copy of your book, along with a completed copy of this form to:**  
**Manager of Information, Resources and Connections**  
**Niagara Falls Public Library**  
**4848 Victoria Avenue**  
**Niagara Falls, ON L2E 4C5**

## Self-Published Books Policy

The Library receives numerous requests from out-of-area and local authors to add their books which they have self-published or published at their own expense.

Although this type of publishing is experiencing rapid growth, these books often do not meet the requirements outlined in the Materials Selection Policy to be candidates for the Library's permanent collection. They typically have not received reviews in standard published sources and may not meet the criteria that the Library normally sets for inclusion in its collections.

The Library wishes to support local authors while maintaining the standards needed in its permanent collections. The Library will establish a *Local Authors* shelf at the Victoria Avenue Library.

Guidelines for placement on the shelf are as follows:

- Authors must be Niagara Falls or Niagara region residents or the book must take place in Niagara Falls or Niagara region or otherwise demonstrate a strong local interest.
- Each book must be approved by the Manager of Information, Resources and Connections before being accepted for placement.
- A submission form must be completed for each title donated.
- Books will be accepted as donations from the author or publisher. Materials that are donated become the property of the Niagara Falls Public Library and as such cannot be returned to the donor. At the discretion of the Library, a book may be considered for purchase if published reviews in standard sources are available or there is strong evidence of appropriateness.
- Books will not be purchased at patron request unless they have been reviewed in standard sources or if there is strong evidence of appropriateness.
- A basic record will be created in the Library catalogue to so that borrowers may access by title or author.
- Books will be processed with a barcode and Niagara Falls Public Library ownership markings. They will not be jacketed, bound or covered.
- Items will be clearly labelled as belonging to *Local Authors* collection.
- Items may be withdrawn after one year, unless they have circulated regularly.