

## **Local Authors Collection Information for Authors**

The Osceola Library System is excited to announce the roll out of its Local Authors Collection and calls upon local authors to submit their works to the Library. Works accepted to our new collection will be housed in special displays or specially marked shelving in each of our Libraries, will be listed in the Library catalog, and will circulate as do other materials in the collection.

### **I. Collection Parameters**

Books that are selected for the Local Authors Collection will be authored by residents of Central Florida, or be set in or pertaining to the history of Central Florida. Selection will be based, as it is in the general collection, on each title's appeal to a public library audience. Materials added to the collection will follow these standards:

- The collection is intended to contribute to the education and enjoyment of the community. Criteria for selection may include:
  - Presence of an important movement, literary style, trend or culture
  - Vitality and originality
  - Artistic presentation and quality
  - Overall entertainment or educational value
  - Appropriateness for readers of different tastes, interests, and reading abilities
- Professionally bound and printed
- Have a publishing or printing date within the last five years
- Have content that follows our general collection guidelines in terms of format, subject, and treatment of subject matter.
- May appeal to any and all age groups, including children, teens, and adults.
- Generally, titles will be housed in the Local Authors Collection at the branch with which the author is associated. The titles will not float, but, as is the case with all materials, will be available for holds at all Osceola Library branches.
- The Library will evaluate the performance of Local Author Collection titles on a regular basis and may remove from the Local Authors Collection those titles with low circulation activity in order to make room for new authors and titles.
- To ensure that the collection has an appealing variety, selection decisions may be made to exclude titles that cover subjects and contents already represented in the collection.

### **II. Accepting books into the collection**

Authors interested in having their titles included in the Local Authors Collection should provide up to two (2) copies of their work to the library. No more than three unique titles from each author will be considered for the collection during a 12 month period. Additional copies, if received, will be handled as donations. The copies should be delivered or mailed to Hart Memorial Library, 211 East Dakin Ave, Kissimmee, FL 34741, attn.: Local Authors Collection Department.

The donation must be accompanied by a completed Local Author Submission Request form available either on the Library's website at [www.osceolalibrary.org/localauthorcollection](http://www.osceolalibrary.org/localauthorcollection) or via a printed form in the local branch.

The title, once reviewed and accepted, will become the property of the Library and will not be returned to the author. The Library will not request any additional copies unless the circulation of the title indicates that additional titles are needed. If the author provides the Library more than two copies, they will do so under the understanding that those additional copies will be donated as the Library wishes.

The Library will notify authors submitting titles of a decision to include works in the Local Authors Collection. However, the Library will not be able to return titles that are submitted and not chosen for inclusion.

### **III. Processing**

Because these books will be processed apart from our normal processing methods, their addition to the collection may take up to 90 days from the receipt of an item. Authors will receive notification regarding the Library's decision to add materials to the Local Authors Collection within 90 days of the completed submission of the materials.

Titles from the Local Authors Collection will be added to the online catalog, but may receive a reduced database record and limited subject matter classifications. The materials will receive a bar code and have a lending period that is the same as that of other print materials. They will also be available for holds. Titles in the Local Author Collection will be subject to overdue fines but not to replacement fees.

**Osceola Library System  
Local Author Collection  
Author Submission Form**

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

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

**Author Name:** \_\_\_\_\_

**Target audience:** Adult      Teen      Youth      Fiction      Non-fiction

**Description:** Please describe your work in no more than 30 words.

**Author Agreement**

I give the Osceola Library System permission to add my publication to the library and I release all claims for compensation related to use of the materials. 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 in the course of time. No items can be held for or returned to individuals. Titles that are discarded, lost, or withdrawn are not automatically replaced.
- Materials that are not accepted for addition into the Library's collection will be donated or recycled as the Library determines appropriate.
- Osceola Library System 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:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Home Branch:** \_\_\_\_\_

Please send no more than two (2) copies of your book along with this completed submission form to:

**Collection Development Librarian – Local Author Collection  
Osceola Library System, Hart Memorial Library  
211 E. Dakin Ave  
Kissimmee FL 34741**

**Sistema de Bibliotecas de Osceola  
Colección de Autores Locales  
Formulario de Envío del Autor**

**Título:** \_\_\_\_\_

**Fecha de publicación:** \_\_\_\_\_ **Publicador:** \_\_\_\_\_

**Nombre del Autor:** \_\_\_\_\_

**Público objetivo:**    Adultos            Adolescentes            Jóvenes            Ficción            No Ficción

**Descripción:** Por favor, describa su trabajo en no más de 30 palabras.

**Acuerdo de Autor**

Doy permiso al Sistema de Bibliotecas de Osceola para agregar mi publicación a la biblioteca y libero todas las reclamaciones de compensación relacionadas con el uso de los materiales. El envío de este formulario implica el consentimiento a estas pautas.

He leído y acepto las siguientes pautas:

- Los materiales que se acepten y agreguen a la colección estarán sujetos a los mismos estándares que cualquier otro material de la biblioteca y pueden ser reconsiderados, eliminados y retirados en el transcurso del tiempo. Ningún artículo puede ser retenido o devuelto a individuos. Los títulos que se descartan, se pierden o se retiran no se reemplazan automáticamente.
- Los materiales que no se acepten para su adición a la colección de la Biblioteca serán donados o reciclados según lo determine la Biblioteca apropiadamente.
- El Sistema de Bibliotecas de Osceola se reserva el derecho de procesar y exhibir materiales basados en los procedimientos establecidos.
- Entiendo que la presentación de este formulario no garantiza la selección e inclusión en la colección de autores locales.

Nombre: \_\_\_\_\_

Dirección de correo electrónico: \_\_\_\_\_

Dirección Residencial: \_\_\_\_\_

Ciudad, Estado, Código postal: \_\_\_\_\_

Teléfono: \_\_\_\_\_

Sucursal principal: \_\_\_\_\_

Por favor, envíe no más de dos (2) copias de su libro junto con este formulario de envío completo a:

**Collection Development Librarian – Local Author Collection  
Osceola Library System, Hart Memorial Library  
211 E. Dakin Ave  
Kissimmee FL 34741**