

## WAUKESHA PUBLIC LIBRARY

### POLICY: **DONATIONS FROM LOCAL AND SELF-PUBLISHED AUTHORS**

Approved by Library Board: 3/12/15

Number: D-5

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For the purposes of this policy, local authors are defined as current residents of Waukesha County, Wisconsin. In general, the Library does not collect self-published materials from non-Waukesha County residents.

Waukesha Public Library appreciates local authors who are willing to support the Library by donating their works. The Library does not purchase unsolicited materials. Whenever possible, the Library wishes to recognize the literary efforts of local authors by including their works in the collection. However, we are not able to add all donated material to the collection. Works must meet the selection criteria and standards as detailed in the Library's Collection Development Plan. These criteria include professional reviews, author qualifications and community demand.

Attempts are made to acquire titles by local authors who are published by mainstream publishers. Titles that are self-published are not added to the collection unless there is a compelling reason to do so. Exceptions may be made for materials by local authors who create community interest by being featured in library or community sponsored programs, as well as those professionally reviewed or publicized via local media.

All authors must donate the item to be considered for addition to the collection, along with the Form for Consideration of Donated Works by Local and Self-Published Authors. The author is encouraged to provide any available professional reviews of the material. Reader reviews on Amazon or other online sites are not considered as part of the review process.

All donated materials become the property of Waukesha Public Library and are examined by Library staff to determine which will be added to the collection. If a donation is not selected for the collection, it will be placed in a book sale benefiting the Friends of Waukesha Public Library.

If a donation is added to the collection, it may not remain there in perpetuity and may be removed as part of ongoing collection maintenance.

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### Form for Consideration of Donated Works by Local and Self-published Authors

Waukesha Public Library does not purchase unsolicited materials. If you wish to donate in the spirit of providing public access to your work, the completion of this form is the first step in the consideration process. To ensure your work is considered for the Library collection, please mail or drop off your donation, this completed form, and any professional reviews or information on local media coverage of your work to:

Materials Collection Services Manager  
Waukesha Public Library  
321 Wisconsin Ave.  
Waukesha, WI 53186

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of donated material: \_\_\_\_\_

Is your book self-published?  Yes  No

#### Please read the policy on the back of this form and sign the statement below:

*My signature below indicates that I have read and understand the Donations from Local and Self-Published Authors policy. I wish to donate a copy of my work to the Waukesha Public Library with the full understanding that my donation will not be returned to me, regardless of the selection decision made by the collection development staff.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Due to the volume of donations received, the Library does not contact individuals regarding donation status.**