

LOCAL AUTHOR COLLECTION POLICY

Library and Community Services
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Purpose

Menlo Park Library encourages local literary and creative efforts by maintaining a rotating collection of books donated by local published authors. This policy establishes criteria for evaluating, selecting, displaying, circulating, retaining, and withdrawing published local authors' works in the library's collection.

Evaluation and criteria

The local author collection is intended to provide a rotating showcase of published works by published local authors, and is not intended to serve as a permanent repository or archive for any submitted work and/or title.

Submitted works are considered donations and become the property of City of Menlo Park. Works selected for the local author collection become property of the City of Menlo Park and are subject to the standards and retention schedule as other library materials. Menlo Park Library reserves the right to include, exclude, or withdraw any work and/or title from the collection for any reason, consistent with the Collection Development Policy. Menlo Park Library is not responsible for promoting materials nor hosting promotional or informational events such as book signings or author presentations.

Submitted works are evaluated by City of Menlo Park librarians for addition to the collection according to the criteria outlined in the Collection Development Policy. In exception to the Collection Development Policy, self-published and vanity press materials may be evaluated if the author is resident of incorporated City of Menlo Park.

Criteria for evaluation:

- Traditionally published authors who currently live within the boundaries of incorporated City of Menlo Park, or who lived within those boundaries at the time the work was first published
- Self-published and vanity press authors must be a current resident of incorporated City of Menlo Park and have a valid Menlo Park library card.
- All donated works must be in new or like-new condition.
- Only one (1) copy of any title.
- Author donations are limited to one (1) item per year.
- Submissions must be professionally printed and bound.
- Author represents and warrants full ownership and/or legal rights to publish all material in the work.

The following works will not be evaluated:

- Self-published or vanity press books by non-residents.
- Scholarly works not intended for a general interest (i.e. dissertation, theses, textbooks, and workbooks.)
- Books that are not bound in a way that they can withstand shelving and circulation, such as spiral bound items and pamphlets.

Submittal procedure

Published local authors may submit their work for consideration by requesting a Local Author Collection Suggested Acquisition form at the library, then submitting the completed form with one donated copy of their work. Donated works become the property of City of Menlo Park. City of Menlo Park librarians will assess the work per applicable policies and render a determination within 90 days of receiving the request. Works selected for the local author collection will be added to the catalog and display within 90 days are a determination is made. Works not selected will be donated to Friends of Menlo Park Library.

Policy Adoption

This policy will be reviewed at least once every five years.

Policy History

Action	Date	Notes
Policy recommended	November 13, 2023	Library Commission recommended