

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3072

Local Author Collection

Adopted: September 20, 2022
Reviewed/Revised: May 20, 2025

ARTICLE 1. INTRODUCTION

The Warren-Newport Public Library District (WNPLD) is an idea center that seeks to empower creative expression. A vital aspect of this mission is to support local authors by offering them the opportunity to have their work included in the Local Author Collection.

ARTICLE 2. LOCAL AUTHOR COLLECTION GUIDELINES

WNPL may add donated books to the Local Author Collection but does not purchase titles for this collection (Exhibit A). Materials that are donated become the property of the Warren-Newport Public Library (WNPL) and will not be returned to the donor.

Collection guidelines:

- Local authors must reside in or have a connection to the WNPLD community.
- Books that are set in the local WNPLD area may also be included in this collection.
- Adult, Young Adult, and Children's books are acceptable.
- Items must have been published in the last three (3) years, and they must be in new or like-new condition.
- Author donations are limited to three (3) titles per year.
- Only one (1) copy of each title will be accepted.
- Inclusion of an item in the collection does not constitute endorsement of its content by WNPL staff or the WNPLD Board of Trustees.
- Materials donated to the Local Author Collection become the property of the Warren-Newport Public Library (WNPL) and will not be returned to the donor.
- WNPL staff reserve the right to weed or withdraw items from this collection in accordance with established principles of collection management.

ARTICLE 3. WHAT LOCAL AUTHORS CAN EXPECT FROM WNPL

Through inclusion of a local author's works in the Local Author Collection, WNPL supports the author's efforts to make their work accessible to the larger community. WNPL bears no additional obligation for marketing the author's work. It is neither the role nor the responsibility of the WNPL to provide any of the following services for authors: literary agent, reviewer, proofreader, publisher, editor, or publicist. Items in the Local Author Collection will be part of a browsing collection, searchable in the library catalog, and available for interlibrary loan.

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LOCAL AUTHOR COLLECTION SUBMISSION APPLICATION

If you would like to donate a single copy of your book or other original work to the Warren-Newport Public Library (WNPL), please provide the following information"

Information about you:

Name: _____

Address: _____ State: _____ Zip: _____

City: _____

Contact Phone #: _____ Email: _____

Information about your work:

Title: _____

Year of publication : _____

Please provide a brief description of the work, its genre, and its intended audience:

Please attach copies of any published reviews by professionals and/or list any awards your submission has won:

Please read the entire Local Author Collection Policy (3072) and sign the statement below:

My signature below indicates that I have read and understand the WNPLD's Policy 3072: Local Author Collection. I wish to donate a copy of my work to WNPLD and I release all claims for compensation related to use of this item. I understand that my donation will not be returned to me, regardless of the disposition decision made by library selectors. I understand that librarians are not able to meet with authors individually, provide editorial service or advice, or confirm the final disposition of donations. I also understand that acceptance of one title does not guarantee acceptance of additional titles.

Signature: _____

Date: _____

Thank you for your submission and your interest in sharing your work with our community!