



LOCAL AUTHORS AND ARTISTS MATERIALS DONATION POLICY

The Grosse Pointe Public Library (GPPL) would like to support local literary and creative efforts by giving local authors and artists the opportunity to include their works in the library's collection.

For the purpose of these guidelines, "local" refers to the tri-county area of Wayne, Oakland and Macomb counties.

Please read the submission guidelines on how to have work(s) selected for the library's collection.

SUBMISSION GUIDELINES

- The item(s) must meet the basic criteria in the Grosse Pointe Public Library Materials Selection Policy.
- Adult and youth books will be considered.
- Some works, especially works of non-fiction, may not be considered without accompanying professional reviews.
- The GPPL can only accept physical copies (books, CDs or DVDs). We currently are not equipped to accept digital books, music or films.
- At least one copy of the work must be donated to the GPPL.
- Items will be identified with a special "local" sticker and interfiled in the appropriate collection.
- Review copies become the property of GPPL. Materials not selected for the collection will be donated to the Friends of GPPL book sale.
- Materials that have low circulation may be withdrawn from the collection according to the library's materials withdrawal/deselection policy.
- On occasion, the GPPL may promote the book of a local author or artist through a program or display. To be considered for these activities, please check the appropriate box on the "**Local Authors and Artists Materials Donation Form**," and you will be contacted if a suitable opportunity develops.
- Due to the volume of interest in book signings, the GPPL is unable to sponsor programs for all authors and artists.
- To submit work, please complete the "**Local Author and Artists Materials Donation Form**" and submit it, along with a copy of your book, CD or DVD, to any GPPL branch or mail it to: *Central Library Administration, 10 Kercheval Avenue, Grosse Pointe Farms, MI 48236.*



LOCAL AUTHORS AND ARTISTS MATERIALS DONATION FORM

In order to support local talent and independent publishers, the Grosse Pointe Public Library accepts donations of books, CDs, and DVDs which meet the following guidelines:

- At least one copy of the work must be donated to the Library;
- The donated material must adhere to the Collection Development Policy of the Library, as determined by our collection development team;
- The donated material becomes the property of the Library, and may be withdrawn from our collection according to the terms of our retention policy;
- We cannot accept independently produced eBooks or other digital content at this time.

To donate a locally-connected and/or independently published book, CD, or DVD to the Library, please complete the form below and include it with the donated item. Donations may be dropped off at any branch, or mailed to: Library Administration, Grosse Pointe Public Library, 10 Kercheval Avenue, Grosse Pointe Farms, MI 48236.

ITEM INFORMATION

Please Print Clearly

Item Title _____

Author Name _____

Brief Description _____

Number of copies _____ Book CD DVD

PUBLICATION INFORMATION

Publisher Name _____ Date Published _____

Publication _____ Suggested Retail _____

Location _____ Price _____

DONOR/AUTHOR CONTACT INFORMATION

Name _____ Phone Number _____

Address _____

Email _____

FOR AUTHOR/ARTIST ONLY:

YES _____ *I would like to be considered as a presenter for future Library programming. I fully*

NO _____ *understand that the Library will contact me only if a suitable program develops.*