

West Hartford Public Library POLICY MANUAL

Title: Local Authors Shelf Policy

Adopted by the Library Board, November 25, 2013; revised and approved November 25, 2019

The West Hartford Library welcomes the growing opportunities that new self-publishing technologies offer local writers.

The Library has a "Local Authors Shelf" for circulating recent works written by authors currently living in our town.

Authors wishing to contribute books to this section must hold a current West Hartford Public Library card and items submitted must meet the following criteria:

- Fiction and Non-Fiction Prose: The work must be over 100 bound sheets of paper.
- Poetry: The work must be over 45 bound sheets of paper.
- Works with cassettes, CDs, or DVDs will not be accepted.
- The work's binding must be strong enough to withstand at least 20 readings/circulations. Books will be removed from the collection and thrown away when bindings give out. Authors can search the online catalog at any time to determine whether their works are still in the collection.
- Each contributed book must be accompanied by a sheet of paper with the following information:
 - full real name of author;
 - full title from the title page, not the cover;
 - date of publication;
 - number of pages.

This information will be entered into our online catalog along with searchable note of "Local Authors Shelf."

Books contributed to this collection become the property of the library. The West Hartford Library reserves the right to refuse any title, or remove any title without notice, at any time, for any reason.

Contributed books will be shelved on the "Local Authors Shelf" for three years. After three years, the book may be removed from the shelf to make room for newer works. Removed books will not be returned to contributors.