

Local Author Shelf

West Hartford residents drop off your new book with this form inside.

If you would like your book or CD to be available on West Hartford Libraries' **Local Authors' Shelf**, please return this completed sheet, along with your **donated submission (one copy only)**, to the Noah Webster Library Reference Information Desk, 20 S. Main Street. For more information, email: reference@westhartfordlibrary.org

** You must currently live in West Hartford and have a current WH library card to submit an item for consideration.**

All fields below are required.

Your full real name and current WH address (please print):

Your WH Library Card #: _____

Full title of book or music CD (from cover page):

Pub date (no more than 3 years old): _____

Your current phone # _____

Your email address (required – please print):

Please note:

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Authors wishing to contribute books to our Authors' Shelf 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.
- Music CDs will be accepted but must be of professional caliber – packaging must be the standard dimension of the typical music CD. If the CD is from a group, at least one member of the group needs to have a West Hartford Libraries' card.
- The work's binding must be strong enough to withstand at least 20 readings/circulations. Books will be removed from the collection and deacquired 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 Submission Form with the following information completed:

- full legal name of author or performer;
- full title – from the book title page, not the cover;
- date of publication or release (no more than 3 years old);
- your West Hartford Libraries current card number

For more information: <https://www.westhartfordlibrary.org/books-more/local-authors-shelf/>

Note: Author Shelf donations are submitted to the **Library Collections Dept.** All submissions are subject to the library's collection policy. Upon donation, items become library property, and will be cataloged, shelved, and deacquired at the library's discretion. Tel. 860.561.6990 11/8/17