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<b>Point of Contact:</b> Elaine Bird, Director of Support Services		

## Local Author/Creator Collection Policy

### Policy Statement

The City of Pickering Public Library supports the work of local authors and creators and welcomes the opportunity to expose the community to the creative efforts of its members. Therefore, the Library is pleased to include the works of local authors and creators in the collection, wherever possible. For the purposes of this policy, a local author/creator is defined as a resident of Pickering.

### Policy Principles

1. For a work to be included in the Local Author / Creator collection the Library uses the following guidelines:
  - 1.1. The author/creator must be a resident of Pickering
  - 1.2. Authors/creators must submit a copy of their work for review, along with a completed and signed Submission Form (see Appendix I).
  - 1.3. As funding is limited, the Library requests that an author be willing to donate a copy of the work.
  - 1.4. Donations must meet the selection criteria outlined in the Resource Development Policy <http://www.picnet.org/sites/default/files/ResourceDevelopmentPolicy.pdf>
  - 1.5. Submitting authors must be a legal rights holder of the work being submitted.
  - 1.6. Works must be in a format and language that the Library currently collects and circulates. E-books must be converted to ePub format to work with the Library’s e-book platform. We are unable to accept e-audiobooks at this time.

- 1.7. Works of a local history nature should be directed to the Local History and Genealogy Librarian
- 1.8. When the Library accepts a work, it will be entered into the Library catalogue, processed with a “local author” sticker on the spine and displayed in the appropriate collection
- 1.9. Works that are accepted into the collection become the property of the Library and as such cannot be returned to the donor
- 1.10. Inclusion or rejection of a title does not constitute endorsement of or disagreement with its content by the Library
- 1.11. The Library reserves the right to remove from the collection any works that are unused, outdated, worn or damaged. (See Section 15 of the Resource Development Policy). We are unable to notify authors/creators when their work is removed.
- 1.12. Through inclusion in the Library’s collection, the Library supports the author/creator’s efforts to make their work accessible to the larger community. The Library does not have the resources or expertise to act on the author’s behalf as literary agent, publisher, editor, publicist, or bookseller.

## Resources

- Appendix 1 – Submission Form for Local and/or Self-Published Works

For further information please contact: Elaine Bird, Director of Support Services, Pickering Public Library at 905-831-6265 ext. 6231 or email [elainebird@pickeringlibrary.ca](mailto:elainebird@pickeringlibrary.ca)

Alternate formats of this document are available upon request.  
Please speak to Library staff for assistance.

## Appendix 1 - **SUBMISSION FORM FOR LOCAL\* AND/OR SELF-PUBLISHED\*\* WORKS**

\*Local authors/creators are defined as residents of Pickering. Works by local authors are evaluated according to the Local Author/Creator Collection Policy.

\*\*Self-published works by non-Pickering residents are evaluated according to the Resource Development Policy.

Please complete, sign and submit this form with your work to any branch.

Or mail to: The City of Pickering Public Library  
Attn: Collections Librarian  
P.O. Box 368  
Pickering, ON L1V 2R6

Author/Creator Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Pickering Library Card # (if local author): \_\_\_\_\_

Title of work: \_\_\_\_\_

Publication date: \_\_\_\_\_ ISBN: \_\_\_\_\_

Intended Audience (check one):  Adults  Teens  Children

Please provide a brief description of the work

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Please attach any additional information (links to website, reviews, media coverage, etc.) to this form (if applicable).

Local authors/creators only: I have read and agree to the terms of the Local Author/Creator Collection Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_