



NEVINS LIBRARY

GROWING COMMUNITY

Local Author Policy & Form

Approved by Trustees March 2 2021

Our Policy:

The Nevins Memorial Library wishes to recognize the literary efforts of local/regional authors, and authors whose works take place in or are about the Merrimack Valley, by including their works in the collection whenever appropriate.

The Nevins Memorial Library will review donations of/purchase requests for material, but does not guarantee their inclusion in the collection. Once donated, items become the property of the Library and will not be returned. Items not added to our collection will be repurposed in accordance with our gift policy.

Donation Guidelines:

The Nevins Memorial Library welcomes the opportunity to support and promote the creative and literary expression of our community. The following guidelines apply to works created in any format:

- Authors must reside in the Merrimack Valley, or their work must take place in or be about the Merrimack Valley.
- The author represents and warrants full ownership/and or legal rights to publish all material, including artwork.
- The Library will accept one copy of each title. Authors may donate up to three titles per year.
- Materials must be bound and formatted in a way that enables circulation, ease of use, and durability.
- If you are submitting a book, please make sure that the title and author are clearly visible on the spine.
- The Library will only accept physical formats, i.e., books, CDs, and DVDs. (We do not consider works submitted in electronic format).
- Items must be in new condition.

As with all library materials, the Library will apply the same inclusion and retention guidelines as stated in the general collection development policy. The Library reserves the right to include or exclude any title from the collection for any reason. Materials provided to the Library may be removed for any reason, at any time.

All donated materials become the property of Nevins Memorial Library and cannot be returned to the donor for any reason.



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Submission Process:

Your work may be submitted in person at the library during open hours, or mailed and must include a completed submission form (found below).

Once your material and completed form have been received, you will receive an email from the appropriate department (Children's, Fiction, Non-Fiction, Teens) selector acknowledging receipt of your work, please allow five (5) business days for this notification.

Works received for consideration will be reviewed by the selector responsible for the collection in which your book will be placed. The selector will consider the material in relation to the Library's collection development criteria in addition to industry standards. Please allow thirty (30) business days for this evaluation.

You will be notified by email regarding the selector's decision thirty (30) business days after the date of the acknowledgement email. Please note, we cannot meet with individuals to discuss their work or results of this decision.

If your work is chosen for inclusion in the collection, we cannot guarantee a specific time frame for addition to the library. Many times, self-published, or small publisher materials need specialty processing.

The Nevins Memorial Library will not provide professional reviews, promotion, or marketing of an author's work.

Please understand that if your donated material is chosen for inclusion in the Library's collection, library staff are under no obligation to purchase additional copies for the collection. If the Library chooses to buy additional copies, they may not be directly purchased from you, but from other library purchasing sources.

If the Nevins Memorial Library accepts your material for inclusion in the collection, there is no implied understanding that a Library sponsored program will take place. The Library uses its own discretion regarding programming.



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Nevins Memorial Local/Regional Author Submission Form

Please submit this completed form along with your material for consideration.

Submission of this form implies your agreement to the above guidelines.

Please note: If you are requesting that the library purchase this item please fill out this form to the best of your ability. Complete information will help with your request.

Circle One: I am donating material OR requesting a library purchase

Name: _____

Mailing Address: _____

Phone Number: _____

Email (Reminder: this will be our primary method of contact regarding your submission):

Type of Material: (please circle one) **Book** **DVD** **Audiobook** **Music CD**

Title of Material: _____

Genre: _____

Intended Audience: (please circle one)

Adult Fiction

Adult Non-Fiction

Children's

Teens

If your material is being considered for the Non-Fiction Collection, please include a list of your professional credentials or expertise in the area (Including this information will aid in our review process):



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If your material has been reviewed or covered in any publications, please list them below:

(If you are requesting a library purchase, please note in this box if the author or material has a connection to the Merrimack Valley)

If your material has Cataloging in Publication Data (CIP), please include it below (Including this information will aid the cataloging process if your material is chosen for addition to the collection):

Materials may be submitted directly to library staff during open hours or mailed to:

Local/Self-Published Author Submission
c/o Nevins Memorial Library
305 Broadway
Methuen, MA 01844