



Westland Public Library  
**LOCAL AUTHOR DONATION PROCEDURE**

## **A1. Selection Collection Policy – Local Authors**

### **General Principles**

In order for the item to be considered for the collection, the author must donate a copy of their book and fill out the “Local Author Donation” form.

- I. Authors must be based in Westland or any southeast Michigan community.

### **Criteria for the Collection**

- I. Usefulness in meeting community needs with regard to the library’s stated goals.
- II. Public demand as indicated by patron requests.
- III. Relationship to other material in the collection on the same subject.
- IV. Format and ease of use.
- V. Accuracy.
- VI. Authority.
- VII. Professional look of the material.

### **Maintenance**

- I. Included items will be processed and included in our catalog.
- II. Check-out procedures will be followed as for all other like items.
- III. Items will be included as part of the MeL catalog and will be shared accordingly.
- IV. Items (juvenile and adult) will be shelved at the beginning of the Local History Collection
- V. All local author items will be labeled with a *Local Author* sticker on the spine.
- VI. Cataloging will be limited to 3 classifications: Fiction, Nonfiction, and Biographies. The classification will be followed by the author’s first three letters of the last name. This also applies to juvenile materials.

## **Disclaimers**

- I. The library bears no responsibility for the marketing of the author’s work. The library will not act on the author’s behalf as a literary agent, reviewer, proofreader, publisher, editor, publicist, or bookseller.
- II. Local author items will be weeded based on the same policy as all other library materials as stated in the general Weeding Policy.