

03. Local Author Collection Policy

Purpose

For this policy, The Catskill Public Library and Palenville Branch will be known as “The Library.” The Library is proud to support local authors and publishers by considering recent works for inclusion in our collection. This policy outlines the criteria and process for local authors to contribute their works, ensuring our collection remains a vibrant reflection of our community's talent and diversity

Policy

Definition of “Local”: For this policy, "local" refers to authors residing within the boundaries of Catskill Central School District. Consideration of authors with significant ties to the community but residing just outside these boundaries will be at the discretion of library staff.

Submission Criteria:

- Authors may contribute a maximum of two books per year.
- Fiction and Non-Fiction Prose: Must be over 100 bound sheets of paper.
- Poetry: Must be over 45 bound sheets of paper.
- Children’s Picture Books: Page restrictions are at the discretion of the Youth Services Librarian, adhering to the other guidelines herein.
- Binding: Must withstand at least 20 readings/circulations. Books will be removed if bindings wear out.
- Works with cassettes, CDs, or DVDs will not be accepted.
- Works by authors under 18 years old may be cataloged at the discretion of the Youth Services Librarian, Adult Services Librarian Branch Manager, or Director.

Submission Process:

Each submission must include:

- Full legal name of the author.
- Full title from the title page (not the cover).
- Date of publication.
- Name of publisher.

- Number of pages.
- ISBN (if available).

Submissions should be directed to the attention of the Director, Staff Librarian(s), or the Branch Manager via US Mail, email, or in person. The Library requests all required information listed above with your submission.

Evaluation and Acceptance:

All submissions are subject to the Library's Collection Policy and the discretion of our staff librarians and administrators. The evaluation criteria will focus on relevance to the community, literary merit, and alignment with our collection goals. While specific feedback on individual submissions cannot be provided, general reasons for non-acceptance may be communicated upon request.

Promotion of Local Authors:

The Library may periodically organize events to promote local authors, such as readings, signings, and local author fairs. Authors whose works are accepted into the collection will be considered for participation in these events.

Rights and Removal:

Books contributed become the Library's property and will not be returned once removed from the shelves. The Library reserves the right to refuse any title or remove it without notice, per our Collection Policy.

Review and Updates:

This policy will be reviewed annually to ensure it remains relevant and effective in supporting local authors and our community's needs.

By submitting their works, authors agree to the terms outlined in this policy. The Library looks forward to celebrating and sharing the rich literary talent within our community.

Resolution: Adopted on October 27, 2022 by a vote of the Board of Trustees of the Catskill Public Library.

Resolution: Amended on March 20, 2024 by a vote of the Board of Trustees of the Catskill Public Library.