



Dearborn
Public Library
Start Here, Go *Anywhere*

Dearborn Public Library Local Author Guidelines

Dearborn Public Library welcomes the opportunity to support local literary and creative efforts. Local authors may submit their work for possible inclusion in the collection. These works must meet some or all of the Library's selection criteria as detailed below:

- Contemporary significance or permanent value
- Accuracy
- Authority and competency of the author, composer, film, source of information, etc.
- Relation of work to existing collection
- Format, ease of use, readability/clarity of picture, sound or electronic presentation
- Popular demand
- Physical quality (durability) of material in all media

The above principles are not ranked. Importance will vary, depending on the subject area.

Local authors are defined as residents or former residents of Dearborn or Dearborn Heights. Works about Dearborn and/or Dearborn Heights are included in this definition.

- At least one copy of the work must be donated to the Library and will not be returned regardless of inclusion decision. It becomes the property of the Library. Items not selected for inclusion in the collection will be donated to the Friends of the Library-Dearborn (FOLD) book sale.
- Items added into the collection may be withdrawn, at a future date, in accordance with the terms of the Library retention policy.
- The Library can only accept physical copies (books, CDs or DVDs)
- Acceptance of a copy of a work into the collection does not guarantee that the Library will purchase additional copies. If more copies are purchased, they may not be purchased directly from the author/creator.
- Items submitted in a foreign language require an English translation of certain details including Title, Author, and Brief summary.
- Items added will be interfiled into the general collection and identified with a "local" label. Items will be identified in the catalog under a subject heading "Local Author".
- Dearborn Public Library bears no obligation for marketing an author's work.
- To submit work, please complete the Local Materials Donation Form (page 2) and submit it, along with the copy of the work to Henry Ford Centennial Library – Library Administration, 16301 Michigan Avenue, Dearborn, MI 48126-2330

May 2016



LOCAL MATERIALS DONATION FORM

Dearborn Public Library

Item Information

Please print clearly or type

Item Title _____

Author Name _____

Brief Description _____

Type of Item: ___ Book ___ CD ___ DVD

Donor/Author Contact Information

Name _____

Phone Number _____

Address _____

City _____ State _____ ZIP _____

Email _____