

Plainville Public Library

Local Author and Artist Submission Policy

Purpose

The Plainville Public Library (the “Library”) wishes to support and promote the creative expression of local authors and artists in our community. The growth of self-publishing and the desire of local authors and artists to share their work have created a need for this policy.

Scope

This policy applies to all works by local authors and artists submitted to the Library for inclusion in the collection. Local authors and artists are those who reside in the Town of Plainville or neighboring towns/cities.

Roles and Responsibilities

The Library Director is responsible for approving local author and artist submissions for inclusion in the collection.

Procedures

1. Materials submitted for consideration must be accompanied by a completed Local Author and Artist Submission Form.
2. Items must have been published/released in the last three years and they must be in new or like-new condition.
3. The library will accept only one copy of any work.
4. Author and artist submissions are limited to three works per year.
5. The Library will only accept print bound books, DVDs, or CDs for this collection, excluding pamphlets, spiral bound items, textbooks, and workbooks.
6. Submitted materials become property of the Library.
7. The Library reserves the right to include or exclude any work from the collection for any reason.
8. Materials submitted to the Library may be removed for any reason, at any time. Items will not be returned.
9. Materials approved for inclusion will be designated with a sticker that says “Local Author/Artist” and will be searchable in the library catalog.
10. All materials submitted for inclusion in the collection are subject to the terms of the Plainville Public Library Collection Development Policy.
11. Except on rare occasions, the Library does not host individual author or artist events, screenings, or book readings for local authors and artists to promote or sell their work.

Location

This policy is housed on the Plainville Public Library website:

<https://www.plainvillect.com/library/about-us>

A copy of this policy is maintained in the Library Director's office.

Approved by the Plainville Public Library Board of Trustees on December 13, 2023.