

William Jeanes Memorial Library Local Authors Policy

Addendum to [Collection Development Policy](#)

1. To support, encourage, and foster access to local talent, the Library will maintain a Local Author Collection. The mission of the Local Author Collection is to continually improve Library service to the public by providing free access to books by local authors, enriching the community with books created by local authors, and promoting individual achievements in authorship. This collection features donated books from local authors.

2. Items included in the Local Author Collection must meet the following guidelines:

- a) Authors must reside in Montgomery County, or their work must be based in the area.
- b) The Library will accept one donated copy of each title. Authors may donate up to three different titles per year.
- c) Materials must be bound and formatted in a way that enables circulation, ease of use, and durability.
- d) The Library will only accept physical formats.
- e) Items must be in new condition.
- f) Regardless of genre, all items in this collection will be labeled as “LOCAL” and include the name of the author.
- g) Donated materials become property of the library and are subject to the Library’s [Collection Development Policy](#), including weeding procedures.

3. To donate materials for this collection, please complete the [Local Author Submission Form \(HERE\)](#) and include it with the donated item, or contact us via jeanesinfo@mcclinc.org

4. Local Author Programs

We are fortunate to have a great number of authors in our community. Though we would like to accommodate them all, we have limited time, space, and staff for programming. Programs for local authors are considered by the Library’s programming staff only when the book has received widespread, professional recognition (*Library Journal*, *Booklist*, etc.)

Approved by the Library Board of Directors: 12/18/24