

# Local Author Collection

The Portage District Library is fortunate to be part of a community rich in talent with the written word. Each year we are approached by many local authors who are eager to share their work. As a community center to experience and explore local arts and culture, the Portage District Library is happy to support local authors in their efforts.

## Policy And Information For Local Authors

For the purpose of this policy, local authors are defined as residents of Southwest Michigan region. The Portage District Library wishes to recognize the literary efforts of local authors by including their works in its collection. These works however, must meet the Library's selection criteria as detailed in the Library's Collection Development Policy, which can be found and read online at: <http://bit.ly/materialspolicy>

We have developed this policy to guide local authors in their efforts to have their works selected for the Library's collection. Included in this document are:

- Procedures to follow in submitting your work for consideration
- Information on what you can expect the Library to do in support of your writing endeavors
- Review resources

## How to Submit Your Work

Send a copy of your published work to:

**Portage District Library Local Author Submission**  
300 Library Lane | Portage, MI 49002

**Please include:**

- |                       |   |
|-----------------------|---|
| ◦ Name                | ◦ Title of Book   |
| ◦ Address             | ◦ Vendor/Publisher information  |
| ◦ Telephone number(s) | ◦ Professional reviews or critiques                                       |
| ◦ Email address       | ◦ Information on pricing, including discounts, shipping and handling fees |

We will acknowledge receipt of your work within 30 days. We carefully evaluate all new books using the detailed selection criteria in the Library's Collection Development Policy.

You will receive notification regarding the Library's decision within 90 days. Acceptance of a copy of your work for the collection does not guarantee that we will buy additional copies. If we buy more copies, they may not be purchased directly from you.

Some works, especially works of non-fiction, may not be considered without accompanying professional reviews. The Library relies in part on professional reviews when making selection decisions, and it is up to local authors to solicit reviews for their works. You may resubmit your work if professional reviews appear at a later time.

Works not accepted for the collection will not be returned to the author.

## What You Can Expect From Us

On occasion, the Portage District Library may promote the book(s) of a local author. For example, an author may be booked for a reading or Portage District Library may include an item in a display or list featuring a particular subject or genre.

The Portage District Library does not schedule authors for an event unless their works are in the Library's collection. Inclusion of an author's book in the Library's collection does not guarantee the author's participation in library events.

The Portage District Library bears no obligation for marketing an author's work. Authors are fully responsible for promoting their work.

## Professional Review Sources

For best results, select review sources that target your specific market in terms of genre and intended audience. Market guides such as *Writer's Digest* and *Writer's Market* can assist with your research. Be certain to read and follow the specific guidelines for each source before submitting your work. Ask your librarian for assistance in finding these resources.

## For More Information

If you have any questions about our Local Author Collection or submitting your work, please contact

**Katharyn Haas**

*Adult Services Librarian & Adult Programming Coordinator*

[khaas@portagelibrary.info](mailto:khaas@portagelibrary.info)