

## **Donated Materials Policy for Self-Published and/or Local Authors**

We receive numerous requests from local authors to add their self-published books to our collection. We wish to support local authors while maintaining the standards in our permanent collections. All donations presented to the Library as gifts are subject to the same selection criteria as purchased items.

### **Guidelines for placement in the Local Author Collection:**

- Authors must be a Clatsop County resident or otherwise demonstrate a strong local interest.
- We cannot accept a children's book for the Local Authors Collection, unless it includes a review from a reputable source.
- The author must present the book to the library personally; books presented by a third party will not be accepted.
- Each book must meet certain standards determined by a designated staff member before being accepted for placement.
- A brief listing for the book will be created in the catalog, so that borrowers may access the item by title or author.
- Books will be given a barcode and Astoria Public Library stamps. They will not be jacketed, bound, or covered.
- Items will rotate out of the collection and be withdrawn after one year, unless they have circulated regularly.
- Materials that are donated become the property of the Astoria Public Library and cannot be returned to the donor.