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| <b>Policy Title:</b>     | <b>Self-Published Authors: Read Local Collection</b> |
| <b>Policy Type:</b>      | <b>Public Service</b>                                |
| <b>Policy #:</b>         | <b>PS 030</b>  |
| <b>Policy Authority:</b> | <b>CEO</b>   |
| <b>Effective Date:</b>   | <b>August 2017</b>                                   |

## **PURPOSE**

The Clarington Public Library wishes to support local self-published authors with our Read Local collection housed at the Bowmanville Branch.

The Read Local collection showcases self-published or micro-published works. Members of all-ages may borrow items from this collection. Though these books may not meet the requirements outlined in the Collections and Materials Selection Policy (PS 001-05), donated copies of works may be added based on the guidelines outlined below.

Guidelines for Placement:

- Authors must be from the Region of Durham, the book must take place in the Region of Durham, and/or otherwise demonstrate a strong local interest.
- Each request must include a donated copy of the title as well as a completed submission form.
- Each title will be added at the discretion of the Library.
- Materials that are donated become the property of the Clarington Public Library, and as such, cannot be returned to the donor.
- At the discretion of the Library, a work may be considered for purchase if published reviews in standard sources are available, or if there is sufficient demand. To be considered for purchase, the title must be made available through the Library's vendor(s).
- All books should have an ISBN.
- Works must be bound to withstand the rigors of circulation.
- A basic record will be created in the Library catalogue allowing borrowers to access the item by title or author. The Library will absorb the cost of processing.
- Items will be subject to the Library's De-Selection (Weeding/ Withdrawal) activities.

At this time, the Library is only able to accept printed/ physical copies of works. Electronic works must be available for purchase through the Library's vendor and adhere to the Collections and Materials Selection Policy (PS 001-05).