

## Local Authors Policy

**Purpose** – The Traphene Hickman Library recognizes and celebrates the time, effort, investment, and hard work that local authors invest in writing, publishing, and sharing their books. This policy describes how local authors can add their book to our Local Authors Collection.

**Scope** – All library staff may use this policy to answer local authors’ questions about adding their book to the Local Authors Collection.

**Policy/Procedure** – Our definition of a local author is one who lives in the greater Dallas-Fort-Worth (DFW) area. Local authors who do not live in the greater DFW area may still be added to the Local Authors Collection if they are willing and able to drive to our location to drop off a free copy of their book.

Local authors must fill out the Local Authors Interest Form in its entirety to have their book be considered as an addition to our Local Authors Collection. Submitted forms are received by the Librarian and the Teen Librarian. The Librarian and/or the Teen Librarian respond to submitted forms within 2-3 business days. Books intended for the adult Local Author Collection are evaluated by the Librarian. Books intended for the youth Local Author Collection are evaluated by the Teen Librarian. An email is sent to the local author stating the review and addition process with a request that a free copy of the local author’s book be dropped off at the front desk inside the Library.

Reviewing and processing local author books for the Local Authors Collection can take 3-4 weeks. When the process is complete, local authors will receive an email notifying them that their book has been added to the Local Author Collection and is available for checkout.

Local authors who wish to be added to the Local Authors Database will have their contact information added to this database. Library staff utilize the Local Authors Database when planning for local author events. Local authors will be contacted when local author events are planned.

**Responsibilities** – The Librarian and the Teen Librarian are responsible for contacting local authors about their Local Authors Interest Form submissions. Using the criteria specified in the Collection Development Policy, the Librarian and the Teen Librarian decide whether a local author’s book will be added to the Local Authors Collection. The Librarian and the Teen Librarian are responsible for contacting local authors once the decision has been made and/or the book has been added to the Local Authors Collection.

