

Form for Consideration of Donated Works by Local Authors/Creators

The Plainville Public Library does not purchase unsolicited materials. If you wish to donate in the spirit of providing public access to your work, the completion of this form is the first step in the consideration process. To ensure your work is considered as a new materials donation, please **drop off** your donation and this completed form, along with any professional reviews or information on local media coverage of your work to the Plainville Public Library

- **Please read the policy on the back of this form and sign the statement below:**

My signature below indicates that I have read and understand the "Donations from Local Authors/Creators Policy" on the opposite side of this form. I wish to donate a copy of my work to the Plainville Public Library with the full understanding that my donation will not be returned to me, regardless of the selection decision made by the Collection Development staff at the Plainville Public Library.

Signature_____

- **Complete this section of the form if you wish to receive a written acknowledgement of your gift** by mail. We are not permitted to appraise materials for tax purposes. (Please print.)

Full Name_____

Street Address_____

City, State and Zip Code_____

Title of donated material_____

Materials meeting library selection criteria will be added to the collection. Titles selected for the collection will appear in the library catalog no later than 45 days after they have been received by mail. We appreciate your generosity.

Form for Consideration of Donated Works by Local Authors/Creators

The Plainville Public Library does not purchase unsolicited materials. If you wish to donate in the spirit of providing public access to your work, the completion of this form is the first step in the consideration process. To ensure your work is considered as a new materials donation, please **drop off** your donation and this completed form, along with any professional reviews or information on local media coverage of your work to the Plainville Public Library

- **Please read the policy on the back of this form and sign the statement below:**

My signature below indicates that I have read and understand the "Donations from Local Authors/Creators Policy" on the opposite side of this form. I wish to donate a copy of my work to the Plainville Public Library with the full understanding that my donation will not be returned to me, regardless of the selection decision made by the Collection Development staff at the Plainville Public Library.

Signature_____

- **Complete this section of the form if you wish to receive a written acknowledgement of your gift** by mail. We are not permitted to appraise materials for tax purposes. (Please print.)

Full Name_____

Street Address_____

City, State and Zip Code_____

Title of donated material_____

Materials meeting library selection criteria will be added to the collection. Titles selected for the collection will appear in the library catalog no later than 45 days after they have been received by mail. We appreciate your generosity.

Donations From Local Authors/Creators

We sincerely appreciate local authors who are willing to support the library by donating their works. However, we are not able to add all donated material to the collection. The following paragraphs explain the standards by which materials by local authors are selected for the Plainville Public Library collection.

All materials donated to the library become the property of the Plainville Public Library and are examined by library staff to determine which are to be added to the collection. The staff, in choosing materials, assures that they meet the criteria established in the Plainville Public Library Collection Development Policy. Gifts may be placed in book sales conducted by the Friends of the Library.

We select only those materials that fit within the scope of our collection. The scope of the circulating collection does not include materials that are rare, unavailable through established vendors, or sparsely owned by other public libraries of similar size. Exceptions may be made for materials by local authors that create community interest by being featured in library or community sponsored programs, as well as those reviewed or publicized via local media. Please note that if your work is added to the collection, it may not remain there in perpetuity and may be removed at some point as part of ongoing collection maintenance.

Although it is necessary for us to subscribe to the above guidelines, we understand the significant effort involved in publishing one's own creation and applaud the generous spirit with which these materials are offered.

Donations From Local Authors/Creators

We sincerely appreciate local authors who are willing to support the library by donating their works. However, we are not able to add all donated material to the collection. The following paragraphs explain the standards by which materials by local authors are selected for the Plainville Public Library collection.

All materials donated to the library become the property of the Plainville Public Library and are examined by library staff to determine which are to be added to the collection. The staff, in choosing materials, assures that they meet the criteria established in the Plainville Public Library Collection Development Policy. Gifts may be placed in book sales conducted by the Friends of the Library.

We select only those materials that fit within the scope of our collection. The scope of the circulating collection does not include materials that are rare, unavailable through established vendors, or sparsely owned by other public libraries of similar size. Exceptions may be made for materials by local authors that create community interest by being featured in library or community sponsored programs, as well as those reviewed or publicized via local media. Please note that if your work is added to the collection, it may not remain there in perpetuity and may be removed at some point as part of ongoing collection maintenance.

Although it is necessary for us to subscribe to the above guidelines, we understand the significant effort involved in publishing one's own creation and applaud the generous spirit with which these materials are offered.