

Below, please give a brief description of the subject matter of the book.

[illegible]

<https://germantownlibrarywi.org/wp-content/uploads/2023/06/Collection-and-Program-Management-Policy.pdf>



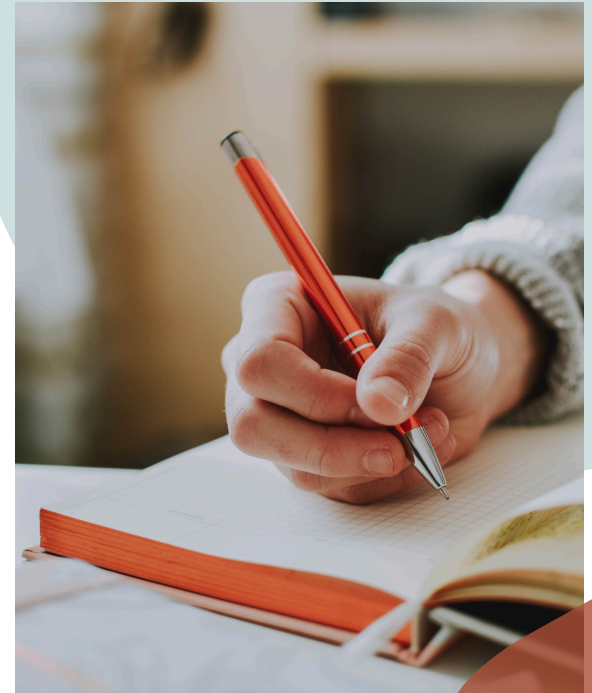
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# Local Author Collection



is intended to give new and emerging local writers an opportunity to be read by patrons of the Monarch Library System.



# Submission Criteria

Submitters must reside within the Germantown Community Library service area or the Monarch Library System.

Authors/Illustrators are limited to a maximum of two submissions per year.

The library will only accept one copy of any title.

The library does not accept review copies.

Due to budget restraints and the volume of self-published titles, items for this collection will only be accepted as donations.

Donated items submitted for consideration as additions to the Local Author Collection are evaluated using the criteria found in Germantown Community Library's *Collection and Program Management Policy*.

These criteria include requirements regarding the sustainability of the format and construction of the book: it must be in new condition and be bound in a manner that allows the item to circulate without undue risk of damage (i.e., it must meet the standards of a typical hardbound or softcover book as issued by a publisher). Items that are stapled, contained in a binder, or in any other manner determined by library staff to be insufficient to meet circulation requirements will not be considered.

# What Happens Next?

Donors will be notified within two weeks whether their item has been accepted. If the library declines a donation, the donor has 30 days to retrieve the item.

All accepted donations and items declined but not retrieved after 30 days become the property of the library, and will be managed in accordance with the guidelines of the library's *Collection and Program Management Policy*.

By submitting an item for consideration, the donor agrees to the terms outlined in the library's *Collection and Program Management Policy*.

# Who Is Considered a Local Author?

The Local Author Collection features self-published items written and/or illustrated by someone who is a resident or has significant ties to Washington County, Wisconsin, or surrounding communities (Dodge, Fond du Lac, Milwaukee, Ozaukee, Sheboygan, and Waukesha counties).

# Local Author Collection Item Submission Form

Please fill out this form completely and submit it with a copy of the item to the library's Circulation Desk.

Full name of local author/illustrator:

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Full title from the title page (not the cover):

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What is the relationship of the author/illustrator to Washington, Dodge, Fond du Lac, Milwaukee, Ozaukee, Sheboygan, or Waukesha County?

☐ Current resident of county above

☐ Former resident of county above

☐ Other tie to a county above (please explain):

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Please circle the target age of the book's audience: 0-12 / 13-18 / 18+

Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

***On the other side of this form, please give a brief description of the subject matter of the book.***