Self-Published Books

The Lake Wales Public Library welcomes opportunities for local authors to add books to the library's collection, which they have self-published.

The library wishes to support local authors while maintaining the established standards that are outlined in the Collection Development Policy set for its permanent collections. Often, self-published books do not meet the specific criteria detailed in the Collection Development Policy to be considered for inclusion in the permanent collection. Typically, self-published books may not have received reviews in standard published sources.

When considering books to be included in the Local Authors Shelf Collection, the primary criteria for selection are public demand and interest, critical reviews, presentation and readability; the author or artist's reputation and local significance and quality of physical format. Selection criteria listed in the Collection Development policy are carefully applied to ensure that the collection is relevant and responsive to the Lake Wales Community.

The Lake Wales Public Library has an established *Local Authors* shelf.

Guidelines for placement on the *Local Authors* shelf are as follows:

- Author must be a Polk County resident, or the book must be set in Polk County, or otherwise demonstrate a strong local interest.
- Author attests and warrants full ownership and/or legal rights to publish all material in this book, including artwork.
- Each book must be reviewed by and approved by the Adult or Youth Services Librarians before being accepted for placement.
- Books for the Local Authors collection will be accepted as donations from the author or publisher. However, at the discretion of the professional librarian, a book may be considered for purchase if published reviews in standard published sources are available or if there is strong evidence of appropriateness.
- Brief listing for the book will be created in the library catalog, so that borrowers may access them by title or author.
- Books will be processed with a barcode and LWPL ownership markings. They will not be jacketed, bounded or covered.
- Items will be clearly labeled as belonging to the *Local Authors* collection.
- Items will rotate out of the *Local Authors* collection and may be withdrawn after one year, unless they have circulated four or more times within a twelve month period.

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DATE: October 3, 2023

- Self-published family histories or other similar genealogical materials will be reviewed and added to the Lake Wales Public Library Archives at the discretion of both an Adult Librarian and the Library Director. The Library Director reserves the right to recommend these family histories be donated to the Polk County History Center.
- Materials that are donated become the property of the Lake Wales Public Library and as such cannot be returned to the donor.

How to Submit Your Work to Lake Wales Public Libraries

Submit a completed Local Author Submission Request Form (see next page), and a copy of your published, bound and printed work to:

Technical Services (Local Author Submission)
Lake Wales Public Library
290 Cypress Garden Lane
Lake Wales, FL 33853

Please complete the attached form in order for your work to be considered for inclusion in the Local Authors shelf.

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Lake Wales Public Library Local Author Submission Request

Please complete a form for EACH submitted work.

Date: _____

Name:_____

Phone:_____

Mailing Address: _____

Email:_____

Professional Website: _____

Title of Work: _____

ISBN: _____

Genre of Work: _____

Intended Audience Age: _____

Vendor/Publisher Information: _____

Pricing (including shipping): _____

Please include:
- Reviews or media coverage your work has received

    _____

    _____

- Names and locations of other public libraries circulating your work

    _____

    _____

For Office Use Only:	
Date Received:_____	Acknowledged: _____
Date Approved/Declined: _____	
Correspondence sent: _____	
Added to Collection: _____	

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