



LOCAL AUTHOR COLLECTION SUBMISSION FORM

Richland Library created a *LOCAL AUTHOR COLLECTION* for the purpose of highlighting local talent and making books available to our customers which might not otherwise meet the criteria for our General Collection.

All books in the *LOCAL AUTHOR COLLECTION* have been donated by their authors, and inclusion does not guarantee an author event or book signing program. If selected, your book or books will be added to the *LOCAL AUTHOR COLLECTION* at Richland Library, and be included in the library's catalog, available for check out by any Richland Library cardholder at any location.



If you would like to submit a book or books to our *LOCAL AUTHOR COLLECTION*, return this completed form, along with a donated copy of your book or books, to:

Collection Development Manager
1431 Assembly Street
Columbia, SC 29201

Date: _____

Title of Work(s): _____

Author: _____

Email/Phone Number: _____

Other Contact Information/Website: _____

Preferred Library Location: _____

It is always preferable to have a **review** of any addition to the collection. If a review is available, please attach it to this form or provide a web link. If no review is available, a work of any type may be considered if it fits the following criteria:

1. The item is aimed at the general reader/listener rather than for the specialist or practitioner.
2. It is not a textbook.
3. It is sturdily bound, preferably sewn or glued.
4. It is not designed to have pages meant to be filled out or torn out by the reader.
5. It is large enough to stand up on its own and will not easily fall behind a shelf.
6. It is in a format that we currently collect.