



FLON PUBLIC LIBRARY

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POLICY: Local Author Policy

POLICY STATEMENT

The Flin Flon Public Library (hereafter referred to as 'the library') supports the work of local authors and welcomes the opportunity to expose the community to the creative efforts of its members. Therefore, the Library is pleased to include the works of local authors in the collection, and/or for sale in the library, wherever possible. For the purposes of this policy, a local author is defined as a resident of*:

- Flin Flon, Manitoba
- Creighton, Saskatchewan
- Denare Beach, Saskatchewan
- Cranberry Portage, Manitoba

*Or a local author living within 30 kilometres of any of the municipalities listed above.

PURPOSE

The purpose of this policy is to provide a framework for the inclusion of local author works within the Flin Flon Public Library's collection, and/or the sale of local author works within the library.

SCOPE

This policy applies to all local authors wishing to have their works included in the library's collection, and/or sell their work in the library.

POLICY PRINCIPLES

For a work to be included in the library's collection the following guidelines will be used:

- The author must be a resident of one of the communities listed in the *Policy Statement* above, or someone living within 30 kilometres of any of the municipalities listed above.
- Authors must submit a copy of their work for review along with a completed and signed Submission Form for Local Author Works (see Appendix A).
- The Flin Flon Public Library will review donated materials, but does not guarantee their inclusion in the collection, and/or for sale at the library.

POLICY: Local Author
APPROVED:

- Authors will be responsible for picking up titles not chosen for inclusion in the library's collection, and/or for sale, at the library.
- If approved, the library will accept one copy of each title for inclusion in the collection.
- If approved, the library will accept four copies of each title for sale in the library.
- Author contact information must be updated yearly, each November. It is up to the author to get in touch with the library to make sure this information is current and up-to-date.
- As funding is limited, the Library requests that the author be willing to donate a copy of the work if they would like it included in the collection.
- Submitting authors must be a legal rights holder of the work being submitted.
- Works must be in a format and language that the Library currently collects and circulates, in new condition.
- Spiral bound books, stapled books, and/or or books printed on regular printer paper will not be accepted.
- The library cannot accept digital content (eBooks and audiobooks) at this time.
- Authors that have their titles approved for sale in the library will be required to sign a sales contract.
- Works accepted into the collection become the property of the Library, and as such, cannot be returned to the donor for any reason.
- Inclusion or rejection of a title does not constitute endorsement of, or disagreement, with its content by the Library.
- Pick-up of any unsold titles remaining at the end-date of the sales contract will remain the sole responsibility of the author.
- Any unsold books must be picked up by the author within 30 days of the end-date of the sales contract. After 30 days, the unsold books will be considered a donation, and become the property of the library.
- The Library does not have the resources or expertise to act on the author's behalf as literary agent, publisher, editor, publicist or bookseller.
- The library reserves the right to include, or exclude, any title from the collection, and/or for sale, for any reason. Materials provided to the Library may be removed for any reason, at any time.
- The library cannot acknowledge receipt of an author's work, nor can we notify authors of our final decision.
- The library is unable to meet with individual authors to discuss their work.

TIMELINES

- Individual titles of local author books will be available for sale at the Library until all provided copies have been sold, or two years have passed, whichever comes first. At this time, the Library Administrator will contact the author to determine if both parties wish to continue sales in the library.
- The Library Administrator shall be responsible for ensuring that the collection is current, and in good condition. Local author materials that do not meet these

standards, or are unused for a period of more than five years, may be removed from the collection.



APPENDIX A

Submission Form for Local Author Works

Local authors are defined as a resident of:

- Flin Flon, Manitoba
- Creighton, Saskatchewan
- Denare Beach, Saskatchewan
- Cranberry Portage, Manitoba

Or someone living within 30 kilometres of any of the four municipalities listed above.

Works by local authors will be evaluated according to the Local Author Policy.

Please complete, sign and submit this form with a copy of your work to the Flin Flon Public Library, or mail to:

Flin Flon Public Library
58 Main Street
Flin Flon, MB R8A 1J8

Author Name: _____

Address: _____

Phone Number: _____ **Email:** _____

Flin Flon Public Library Card Number: _____

Title of work: _____

Publication date: _____

ISBN: _____

Intended Audience (check one): Adults Teens Children

Please provide a brief description of the work:

POLICY: Local Author

APPROVED:

Please attach any additional information (links to website, reviews, media coverage, etc.) to this form (if applicable)

I have read, and agree, to the terms of the Local Author Policy

Author Signature: _____ **Date:** _____