



Collection Guidelines for Local and Self-Published Authors

Local and self-published authors may submit their books for consideration to be added to the Library's circulating collection. In order for a book to be accepted for consideration, it must meet the all of the following:

1. The author must be over 18 years of age and a current resident of Keller, TX.
2. The book must be in new condition and must be professionally bound, preferably as hardcover or trade paperback. Spiral bound and comb-bound books will not be considered.
3. Workbooks, ebooks, journals, photo albums, or books with accompanying cassettes, CDs, or DVDs will not be considered.
4. No more than two (2) books from the same author may be submitted for consideration in a 12-month period. Multiple books making up a single series will be treated as a single book for purposes of these submissions.
5. Each title submitted for consideration must be accompanied by a Local/Self-Published Author Book Submission Request Form that is fully completed and signed by the author. Incomplete forms will disqualify a title from being considered.
6. The author represents and warrants full ownership and legal rights to publish all material in the book, including artwork.
7. The book is freely donated, with no cost to the Library.

In considering whether to add a donated book to the circulation collection, Library staff will consider:

1. Whether the material in question meets the relevant requirements of our current Selection Criteria in the Library Policy Manual.
2. The costs the Library will incur while preparing and processing such item for public circulation.

Books submitted for consideration become the property of the Keller Library at the time of submission. The book may be added/removed from the collection at any time, at the discretion of the Library, and will not be returned to the author/donor.

Board Approved: 6/3/2024



Local/Self-Published Author Book Submission Request Form

BOOK INFORMATION

Title: _____

Target Audience (circle one): Adults (18+) Teens (13-17) Middle Zone (10-12) Children (<10)

Genre: _____

Subject(s): _____

Publisher: _____

Publication Date: _____ Publisher Location: _____

AUTHOR INFORMATION

Author's Name: _____

Is the book published under a pen name/pseudonym? If yes, please supply any other names author uses: _____

Author's Address: _____

Author's Phone Number: _____

Author's e-mail Address: _____

By signing below, Author attests that this form and the accompanying book submission meet all of the following guidelines:

1. The author is 18 years of age and a resident of Keller, TX at the time of submission.
2. The book is in new condition and professionally bound.
3. The book is not a workbook, ebook, journal, photo album, or book with accompanying cassettes, CDs, or DVDs.
4. The author has submitted no more than two (2) books or series for consideration in a 12-month period.
5. The author represents and warrants full ownership and legal rights to publish all material in the book, including artwork.
6. The book is freely donated, with no cost to the Library.

Author Signature: _____

Author Name: _____

Date: _____