

Local Author Collection Submission Agreement

All authors of the submitted title are required to fill out and sign this form for your book to be considered. Parental or guardian consent is required if the author is under the age of 18. Submit this form and a donated copy of your book (2 if you would like one placed at each branch) to the McKinney Public Library, or send to: **McKinney Public Library, Collection Development, 101 E. Hunt St., McKinney, TX 75069**

Title of book: _____

Author(s): _____

Publisher: _____

Publication Date: _____

Audience: Adult Teen Juvenile

Category: Fiction Nonfiction

Genre: Mystery Science Fiction/Fantasy Poetry Drama Faith-based General Fiction

Short stories Biography/Autobiography Picture Book Other: _____

Address: _____

Phone Number: _____

Email: _____

Library card number: _____

Parent (if author under 18): _____

For works of non-fiction, specify credentials or a description of your expertise in the subject area:

If available, please attach professional reviews or critiques of your book.

General Guidelines

- Local authors must work or reside in the Collin County area and possess a McKinney Public Library card in good standing.
- Books based in Collin County will be considered for inclusion, even if the author is not a local resident.
- Local authors must be 12 years or older; authors younger than 18 must have parental consent to donate book.
- Printed books must be bound in hardcover or trade paperback formats in suitable condition for circulating.
- Book submissions will be reviewed by a selection team. Decisions made by the team are final.
- Books in the collection will be circulating, and may be checked out by card-holders.
- Books may be withdrawn from the collection by Library staff according to the Collection Development Policy.

- Family histories should be directed by the author to the Genealogy and Local History Collection, McKinney Public Library, for consideration in that collection.
- No more than three books from a single author will be accepted in a 12 month period.
- The book must be a donated copy and will not be purchased by the library for the Local Author Collection. Two copies must be donated in order for one to be shelved in the Local Author Collection in both the Hall Library and the John and Judy Gay Library.
- The donated copy(s) will be considered for addition to the collection based on our selection criteria and may or may not be added.
- If the item is not added to the collection, it may be picked up by the author or directed to be added to the libraries' Recycle a Book shelves.
- Submission of this form does not guarantee selection. All books must be approved by the Local Author Collection selection committee to be added to the Local Author Collection. Decisions made by the team are final.
- Due to limited staff, the Selection Team is not able to meet with every author to discuss the work.
- Authors will be notified within a month if their work is accepted. Please allow additional time for cataloging and processing.
- The author must represent and warrant full ownership and/or legal rights to publish all material in this book, including artwork.

My signature indicates that I have read, understood, agreed to abide by the General Rules of the Local Author Collection.

Author Signature: _____ Date: _____

Co-Author Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Received by: _____ Branch: _____ Date: _____

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DECISION:	ACCEPTED	REJECTED (CIRCLE ONE)	
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