

**Title:** Local Author Collection Guidelines

**Approval Date:** December 05, 2024

The Sault Ste. Marie Public Library endeavours to support local authors by including their works in the library's collection. The Local Authors Collection guidelines are designed to provide procedures for submitting the works of local authors, and set forth consistent guidelines which establish how the library selects which local author submissions may be accepted as part of its collection.

### **Definition of "Local Author"**

In order to be considered the work of a local author, the submission must meet ONE of the following criteria:

- Be authored by a current or past resident of Sault Ste. Marie ON or the Algoma District
- Take place in Sault Ste. Marie or the Algoma District
- Focus on historical events in Sault Ste. Marie or the Algoma District\*\*
- Focus on historical persons from Sault Ste. Marie or the Algoma District\*\*
- Otherwise demonstrates a strong local interest (this may include Sault Ste. Marie Michigan and the Upper Peninsula)

\*\* The Sault Ste. Marie Public Library acknowledges that the District of Algoma is located on the customary and traditional lands of the Anishinaabe and Cree First Nations. We recognize that local history includes persons and events that pre-date European settlers by thousands of years. The area of Sault Ste. Marie has traditionally been known by Indigenous peoples as **BAWATING**, meaning "the place of the rapids".

For the purposes of these guidelines, the Sault Public Library will recognize other contributors to written works under the umbrella of "local authors", including

- Persons whose photographs are included in a written work
- Person whose illustrations are included in a written work
- Persons who are credited as editors of a written work

### **Disqualifications for Acceptance**

There are multiple factors which would result in the library deciding to NOT accept a submitted work as part of the library's collection, including (but not limited to) the following:

- Items with loose pages, stapled pages, clipped paged, or fastener-type binding will not be accepted
- Works from multi-volume sets or incomplete series are generally not accepted

- Items containing obvious grammatical errors and spelling mistakes will not be accepted
- Items which are found to be in contravention of Canadian Law (eg works that contain Hate Speech) will not be accepted
- Incomplete Works
- Works without an ISBN number
- Works with cassettes, CDs, vinyl records, or DVDs will not be accepted. However, these types of works might still be accepted as part of the Library's Local History collection. Please see the Sault Ste. Marie Public Library's Local History Collection Guidelines for more information.

Please note: The library may choose not to accept a copy or copies of submitted works if it is determined that library collection already includes copies the submitted work, or similar works by the same author(s).

### **Qualifications for Acceptance**

In order for the library to accept a local author's submission as part of the library's collection, the submitted work must meet ALL of the following qualifications:

- Author/Illustrator/Photographer/Editor must meet the definition of local author
- Physical books only
- Meets the Collection Development standards of 300-03 Collection Development Policy
- Items must be in new/pristine condition
- Items must be able to withstand the rigours of library circulation

### **Quantity of items accepted**

Local authors are limited to THREE title submissions per each calendar year.

Library will accept two copies of donated books for circulation. The Library will accept additional copies for local history and for popular materials.

### **Donated vs Purchased Items**

Due to limited collection funds, the library appreciates donated copies of local authors' works. However, the library does reserve the right to purchase the works of local authors, dependent on such factors as widespread popularity, favourable professional reviews, or strong local interest. The library will not purchase items directly from the author, therefore the items must be available through major vendors or the work's publisher.

Should a local author's work be accepted for inclusion in the library's collection, please note that the library is under no obligation to purchase any additional copies for the collection. Additional copies will only be purchased if the Collections Librarian deems there to be a need for them. Any additional copies will NOT be purchased from the author, but rather from an intermediary source (a major vendor or the publisher).

### **Procedures for Submitting a Local Author's work**

Persons wishing to submit a local author's work to the library must first complete a Local Author Submission form. These forms are available at the Circulation Desk of any Sault Ste. Marie Public Library branch location. A printable version of the form can be found here:

<https://ssmpl.ca/UploadedFiles/files/Forms/LOCAL%20AUTHOR%20SUBMISSION%20FORM%20-%205th%20Draft.pdf>

Persons wishing to donate an item can drop off a completed form and a copy of their work to the Circulation Desk of any Sault Ste. Marie Public Library branch location, or they can mail a copy of their work, along with a completed author submission form, to the follow address:

Sault Ste. Marie Public Library – Centennial Branch  
Attention: Collections Librarian  
50 East Street, Sault Ste. Marie, ON  
P6A 3C3

Persons who wish to have the works of local authors purchased by the library should complete a purchase request, which can be found here: <https://ssmpl.ca/reading-entertainment/suggest-a-purchase/>

### **Library Procedures Following Submission of Donated Items**

All donated items will go to the Collection Librarian. Once donated items have been submitted with a filled out form, the Collections Librarian will confirm receipt of said items within 30 days.

The Collections Librarian will carefully consider and evaluate all works submitted using the criteria set forth in the Collection Development Policy, which can be found here:

[https://ssmpl.ca/documents/assets/uploads/files/en/300-03\\_collection\\_development\\_policy.pdf](https://ssmpl.ca/documents/assets/uploads/files/en/300-03_collection_development_policy.pdf)

When donated works by local authors are accepted into the library collection, the person(s) who donated the item will be contacted within 90 days. Please note that the library will only contact the donator in the event that the item is accepted.

Please note that at ALL donated items become the property of the Sault Ste. Marie Public Library. Donated items which are not selected for inclusion in the library collection will be handled in accordance to the Friends of the Library Donation procedure, which can be viewed here:

<https://ssmpl.ca/UploadedFiles/files/Friends%20of%20the%20Library/Procedure%20for%20Donated%20Materials%202024%20with%20template%20-%20draft%207.pdf>

### **Accepted Local Author Items**

Once a donated item has been accepted, a basic record will be created in the library catalogue which will allow patrons to access the item by title, author, or category. The library will absorb all costs related to processing. The library will decide how to categorize the item, and determine which collection the item will be a part of.

### **Marketing and Promotion**

The library is not responsible for any marketing or publicity of local authors' works beyond any regular marketing it may otherwise do for its materials. However, these works MAY be promoted at events which celebrate local authors.

### **Removal**

Due to limited shelf space, the Collections Librarian routinely weeds collections in the library. Local author titles can be removed from the collection using the same guidelines applied to all other materials in the library collection. In addition, the library is under no obligation to replace any works that are missing, lost, damaged, or are checked out but not returned. However, a second donated copy of local authors' work MAY be accepted to replace any works lost for the reasons listed above.

Removed items will NOT be returned to the donor. Removed items are either given to the Sault Ste. Marie Friends of the Library Bookstore, or recycled if they are no longer in good condition.