**Local Author Titles**

The Highland Park Public Library encourages, supports, and recognizes the literary efforts of local authors by including their printed, published books in the collection. A local author is defined as a current resident of the City of Highland Park. The author represents and warrants full ownership or legal rights to publish all content in the book.

Donated Books – Local Author Collection

 Donated books written by a local author must meet basic criteria for suitability in a public library collection but are not required to meet all critical standards (positive review, quality of writing, spelling, grammar, etc.) of the Library’s Materials Selection Policy. Library inclusion or rejection of donated titles in the collection does not imply agreement or disagreement with any ideas presented in the work. Titles added to the collection will be cataloged with a subject heading indicating “Highland Park Author” and will be classified for the local author collection.

Donated titles must have an ISBN and professional binding or appropriate format for circulating to borrowers.

Donated titles become the property of the Highland Park Public Library.

Donated titles not included in the Local Author Collection will be donated to the Friends of the Library. Allocation of space for the Local Author Collection is limited. The Library will retain only one copy of each title unless demand requires multiple copies. The collection will be reviewed on a regular basis, and titles will be withdrawn based on age and popularity. No titles are retained in the Local Author Collection indefinitely.

Purchased Titles – Local Author or General Collection

Local authors may suggest their titles for purchase for the general collection.

Purchased titles must meet selection criteria of the Library’s Materials Selection Policy and Collection Development guidelines. Titles added to the collection will be cataloged with a subject heading indicating “Highland Park Author” and will be classified according to content subject, but may be placed in the Local Author collection to draw attention to the title.

Each title suggestion must be accompanied by at least one professional review. Librarians may request a preview copy to verify content and physical condition, for example, quality of illustrations, binding, etc. Preview copies should be retrieved by the author after 30 days.

If the title is selected, local authors must submit a written invoice.

The Highland Park Public Library generally does not add titles that are published with a book packager or “vanity” press or that promote a product or service.

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