

Form for Consideration of Donated Works by Local Authors/Creators

The La Crosse Public Library does not purchase unsolicited materials. If you wish to donate in the spirit of providing public access to your work, the completion of this form is the first step in the consideration process. To ensure your work is considered a new materials donation, please mail or drop off your material for donation at the address listed below. Please include your donation and this completed form, along with any professional reviews or information on local media coverage of your work.

Resource Management Department, 800 Main Street, La Crosse WI, 54601

- **Please read the policy on the back of this form and sign the statement below:**

My signature below indicates that I have read and understand the “Local and Independent Authors Collection Policy” on the opposite side of this form. I wish to donate a copy of my work to the La Crosse Public Library with the full understanding that my donation will not be returned to me, regardless of the selection decision made by the collection development staff at the La Crosse Public Library.

Signature_____

- **Complete this section of the form if you wish to receive a written acknowledgement of your gift by mail.** We are not permitted to appraise materials for tax purposes. (Please print.)

Full Name_____

Street Address_____

City, State and Zip Code_____

Title of donated material_____

Donations from Local Authors/Creators

We sincerely appreciate local authors who are willing to support the library by donating their work. However, we are not able to add all donated materials to the collection.

All materials donated to the library become the property of the La Crosse Public Library and are examined by library staff to determine which are to be added to the collection. The staff, in choosing materials, assures that they meet the criteria established in the La Crosse Public Library Materials Selection Policy. Those gifts still remaining are then placed in book sales conducted by the Friends of the Library.

We select only those materials that fit within the scope of our collection. The scope of the circulating collection does not include materials that are rare, unavailable through established vendors, or sparsely owned by other public libraries of similar size. Exceptions may be made for materials by local authors that create community interest by being featured in library or community sponsored programs, as well as those reviewed or publicized via local media. Please note that if your work is added to the collection, it may not remain there in perpetuity and may be removed at some point as part of ongoing collection maintenance. Although it is necessary for us to subscribe to the above guidelines, we understand the significant effort involved in publishing one’s own creation and applaud the generous spirit with which these materials are offered.

Local and Independent Authors Collection Policy

To showcase and support our many area authors, the La Crosse Public Library has established the **Creator's Corner**. This collection highlights recent works by authors and illustrators currently living in the seven Wisconsin counties served by the Winding Rivers Library System, and the neighboring Minnesota counties of Houston and Winona.

We sincerely appreciate local authors/musicians who are willing to support the library by donating their works to be shared with the community. The Creator's Corner Collection is comprised of donated materials only. The La Crosse Public Library does not purchase unsolicited materials.

What we will accept:

- A single copy of donated items. Any additional copies will be offered to our Friends of the Library.
- Print materials bound with binding strong enough to withstand multiple checkouts. Each contributed item must be accompanied by a completed Submission Form.

We will not accept:

- Loose pages, stapled or clipped pages, ring or fastener-type bindings will not be accepted.
- Self-Published Family Histories.
- Text Books.
- Self-Published E-books.
- Cassettes, DVDs, CDs.

What you can expect:

1. Your work will be cataloged, making it available to the patrons of the Winding Rivers Library System.
2. Your work will be included in the Creator's Corner section at the Main location. The collection will be shelved alphabetically by author.
3. Occasionally, the Library may use your work in displays at the library.
4. Materials shelved in Creator's Corner will be reviewed yearly, or as needed. Materials may be removed at any time for low circulation, condition, or space needs. Withdrawn materials will not be returned to contributors.
5. Items submitted which are not added to the collection will not be returned.

Materials contributed to this collection become the property of the library. The La Crosse Public Library reserves the right to refuse any title, or remove any title without notice, at any time, for any reason. Due to the prioritization of high demand materials, it is possible that materials added to this collection may take several months to become available for checkout.

Approved by the La Crosse Public Library Board of Trustees 8/8/2023