

Materials by local authors

If you would like the librarians to consider adding your published book to our collection, please submit a Local Author Submission Form, along with a donated copy of your book, to the appropriate [Department Head \(https://fairfieldpubliclibrary.org/my-fpl/contact-us/library-department-heads/\)](https://fairfieldpubliclibrary.org/my-fpl/contact-us/library-department-heads/).

The following criteria are used by the library staff when adding new material:

- Popular demand
- Cost
- Format
- Relationship and importance to the entire collection
- Relevance
- Critical Review
- Authoritativeness
- Date of publication
- Local interest

Tools of Selection of New Materials

- Reviews in library and book seller trade and other publications
- Publisher sources
- Authoritative resources
- Staff expertise

Material that is not accepted

- Text books
- Ebooks
- Consumables

Any books provided to the library for consideration will be considered donations and be treated as such. [FPL donation policy \(p7\) \(https://fairfieldpubliclibrary.org/wp-content/uploads/2022/02/Collection_Development_Policy.pdf\)](https://fairfieldpubliclibrary.org/wp-content/uploads/2022/02/Collection_Development_Policy.pdf)

Programs for a single author are rare occurrences and are considered only when the book has received widespread recognition.

Fairfield Public Library/Fairfield Woods Branch Library

Please complete one form for each submitted work.

Today's Date:_____

Name:_____ Phone:_____

Address:_____

Email:_____

Professional Website/ Social Media Handle:_____

Title of work:_____

Genre of work:_____ Intended audience:_____

Vendor/Publisher information:_____

Please include (if available):

- Copies of professional reviews found in such publications as Kirkus, Publisher Weekly, New York Times, School of Library Journal, and Library Journal. (GoodReads, Amazon and similar websites are not considered professional reviews.)
- One form of marketing material, such as a bookmark
- Names and locations of other public libraries circulating your work

Office use only

Date received_____