

## **Fairbanks North Star Borough Public Libraries**

### **Local Collection Guidelines**

In recognition of local literary and creative efforts, the Fairbanks North Star Borough Public Libraries Noel Wien Branch is pleased to include the works of local individuals in the collection. We have dedicated space on the shelves to make these works visible and accessible to the community. Materials selected for this collection are based on the guidelines below.

- Author or artist must be a current library card holder or be a current resident of the Fairbanks North Star Borough.
- Book submissions must be professionally printed and bound. Media submissions must have professionally printed covers. Unpublished works such as manuscripts, pamphlets, and other unbound materials will not be accepted.
- Submissions must be donated to the library and will become the property of the Fairbanks North Star Borough Public Libraries. We will accept no more than one copy. Because they are donations, they fall under the Donations Policy. No items can be held for or returned to individuals.
- All materials considered for addition to the collection are subject to the Materials Selection Policy. In addition, they are subject to the same standards as any other library material and may be reconsidered, weeded and withdrawn over the course of time.
- Materials found to be a better fit for a different part of the library's collection will be cataloged accordingly.
- Materials not accepted for addition into the Library's collection are sold in the library's book sale which, in turn, provides funding for the purchase of library materials.
- Materials donated for the Local Collection must be accompanied by a fully completed Local Collection Submission Form.

# Local Collection Submission Form

All submissions must be accompanied by this fully completed form in order to be considered for the Local Collection. Parental or guardian consent is required if the author is under the age of 18. Submit this form and one donated copy to the Circulation Desk at Noel Wien, the Help Desk at North Pole Branch, to a Bookmobile Staff Person, or send to:

Fairbanks North Star Borough Public Libraries, Attn: Collection Services Manager, Local Author Collection Submissions,  
1215 Cowles Street, Fairbanks, AK 99701

Title \_\_\_\_\_ Author(s) \_\_\_\_\_

Publisher \_\_\_\_\_ Publication Date \_\_\_\_\_

Audience:  adult  teen  children  fiction  non-fiction

Do you hold a current FNSB library card?  yes  no

Mailing address \_\_\_\_\_ Physical address \_\_\_\_\_  
\_\_\_\_\_  
(if different from \_\_\_\_\_  
mailing) \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ e-mail \_\_\_\_\_

Please submit a one paragraph author biography. If multiple authors, please attach an additional paragraph for each.

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

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(If available, please attach professional reviews or critiques of your submission.)

My signature indicates that I have read, understood and agreed to abide by the Local Collection Guidelines.

Author signature \_\_\_\_\_ Date \_\_\_\_\_

Co-author signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_