



Dear Author,

Congratulations on writing a book! We're excited that you have completed this milestone and appreciate you bringing it to our attention and including us as part of your journey. We thank you for your interest in making your book available to our community of readers. Items designated for the circulating collection of the St. Johns County Public Library System are subject to the following terms:

- A. Copies of such works shall be donated to the library by the author or publisher. Titles not accepted for the library collection may be given to the Friends of the Library for their book sales.
- B. Inclusion of such works will be at the discretion of the Collection Development Librarian or other designated library staff. Criteria for selection includes suitability for the collection, demand, and available space. Further selection details can be found within our Collection Development Policy (<https://sjcpls.org/wp-content/uploads/2022/02/Collection-Policy-2022-2024.pdf>).
- C. Authors must be residents of Northeast Florida, or the item's subject matter must reference Northeast Florida, or otherwise be expected to generate a strong local interest.
- D. Preference will be given to materials with the following criteria:
  - a. The book has been professionally bound. We cannot add items that are spiral-bound or stapled booklets with no spines.
  - b. The work has received positive reviews in professional journals.
  - c. The work has been carefully and thoroughly copyedited.
  - d. An index is included for non-fiction titles.
  - e. Citations are included for works referenced, and all photos and/or illustrations are used with permission.
- E. Selected items will be added to the library's catalog and be retained for at least two years. After such time the item will be evaluated on patron use, condition, and available space.
- F. Items may be removed from the collection at any time and will be deselected using standard procedures. Titles that are damaged, lost, or withdrawn are not automatically replaced.
- G. Library staff is unable to offer advice or criticism to authors, and cannot review or edit works.

Please complete the attached form and submit it with a copy of your donated book to a staff member.

Again, thank you, and congratulations!

Amy Ackerman  
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St. Johns County Public Library System  
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St. Augustine, FL 32086  
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## Local Author Submission Form

*Please also include copies of any reviews, awards or publicity this may have received.*

Donor's name: \_\_\_\_\_

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Book Title: \_\_\_\_\_

Author: \_\_\_\_\_

Author's county of residence: \_\_\_\_\_

Illustrator: \_\_\_\_\_

Additional authors: \_\_\_\_\_

Editors: \_\_\_\_\_

Publisher: \_\_\_\_\_

Publisher location: \_\_\_\_\_

Publication date and/or copyright date: \_\_\_\_\_

ISBN: \_\_\_\_\_

Genre: \_\_\_\_\_

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