

Local Author Collection
Submission Procedures and Form



Purpose

The library is an idea center that encourages creative expression. One way we achieve this objective is by supporting local authors and promoting their work on our Local Author Shelves.

Procedures

The Tinley Park Public Library is home to many writers whose work may be showcased on our Local Author Shelves. A single copy of a book donated by an author residing in Cook or Will counties may be added to the Local Author Shelf in Adult or Youth Services. Materials that do not meet the criteria for inclusion will be returned to the author.

Guidelines for our Local Author Shelves:

- The author or illustrator of the work is a current resident of Cook or Will counties.
- Books to be considered for the Local Author Shelves are donated, not purchased.
- Because of limited space, each author may submit no more than three titles per year.
- Inclusion of a title does not constitute endorsement of its contents by the library.
- Library staff reserves the right to decide when a book must be withdrawn. In general, Local Author Shelf books may be available for two years.

Submission process:

1. Fill out Local Author Submission Shelf Submission Form: Authors must complete and submit the form below, or complete the form on our website tplibrary.me/local-authors.
2. Submissions to **Adult** Local Author Shelves:
Leave a donated copy of the book(s) to be considered for inclusion at the Adult Reference Desk on the first floor. You may also mail your book(s) to:

Adult Services Department
Re: Local Author
Tinley Park Public Library
7851 Timber Drive
Tinley Park, IL 60477

Submissions to the **Youth/Teen** Local Author Shelves:

Leave a donated copy of the book(s) to be considered for inclusion at the Youth Services Desk on the second floor. You may also mail your book(s) to:

Youth Services Department
Re: Local Author
Tinley Park Public Library
7851 Timber Drive
Tinley Park, IL 60477

What local authors may expect from the Library

By adding local authors' work to its collection, the library supports authors' efforts to make their work accessible to Tinley Park, Orland Hills, and neighboring communities. The library bears no additional obligation for marketing local authors' works. It is neither the role nor the responsibility of the library to serve in the following capacities: literary agent, reviewer, proofreader, publisher, editor, or publicist.

Items on the Local Author Shelves will be part of a browsing collection, searchable in the library catalog, and available for interlibrary loan.

Please allow at least 6-8 weeks for processing and cataloging of accepted items.

Local Author Shelf Submission Form

If you would like us to consider adding your work, please leave a donated copy at the Adult Reference Desk on the first floor or the Youth Services Desk on the second floor with the form below attached. You may also mail your donated copy to:

Tinley Park Public Library
7851 Timber Drive
Tinley Park, IL 60477

Please address the package to either the Adult Services Department or the Youth Services Department, depending on your book's intended audience. Items that are deemed not suitable for inclusion will be made available for pickup by the author. For more information, email tplibrary@tplibrary.org or call 708.532.0160 and choose option 1.

Name: _____

Street Address: _____

City: _____ State: _____ ZIP Code: _____

County: _____

Phone: _____

Email: _____

Website: (Personal website or a website where reviews of your work have been published.)

Intended audience:

Children

Teens

Adults

Title(s) Donated:

1. _____

2. _____

3. _____