

Starr Library

LOCAL AUTHORS MATERIALS SELECTION POLICY

Purpose

Starr Library values the creative work of local authors and seeks to support literary expression within the community. The Library maintains a limited collection of works by local authors, with the understanding that inclusion is selective and based on established criteria.

Definition of a Local Author

A local author is defined as an individual who:

- Is a current or longtime resident of Rhinebeck; or
- Has written a work substantially set in the local area; or
- Created the work while residing in the area

General Selection Principles

Materials by local authors are evaluated according to the criteria outlined in the Library's Collection Development Policy.

The Library may consider:

- Literary or artistic merit
- Relevance to the local community
- Quality of writing and presentation
- Professional reviews, when available
- Suitability for circulation

Nonfiction works are evaluated for accuracy, authority, and reliability, including the author's expertise or credentials.

The Library does not purchase unsolicited self-published materials. Most local author materials are accepted as donations.

Self-Published and Small Press Materials

To support local creativity, the Library maintains a small circulating collection of self-published and small press materials, with an emphasis on fiction and poetry.

Acceptance into the collection is not guaranteed and is at the sole discretion of the Library.

Items accepted may be:

- Added to the general collection
- Included temporarily in a designated Local Authors collection
- Withdrawn at any time in accordance with standard collection practices

Inclusion in the collection does not imply endorsement of the work.

Submission Guidelines

Authors wishing to donate materials must follow these guidelines:

- The author must meet the definition of a Local Author
- Only one copy of a title will be accepted
- No more than three titles per author will be considered per year
- Materials must be published within the past three years
- Materials must be in new, unused condition
- Books must be professionally printed and bound; spiral-bound, stapled, or pamphlet-style materials will not be accepted
- The Library does not currently accept electronic submissions

Authors are encouraged, but not required, to provide professional reviews from recognized sources (e.g., Booklist, Library Journal, Publishers Weekly, Kirkus Reviews). Paid reviews or customer reviews are not considered professional reviews.

All submitted materials become the property of the Library and will not be returned.

Disposition and Retention

The Library is solely responsible for determining the disposition of donated materials. Items may be:

- Added to the collection
- Donated to the Friends of Starr Library
- Offered to the community

- Recycled or otherwise disposed of

Materials added to the collection are subject to the same evaluation and weeding criteria as all other materials and may be withdrawn at any time. Withdrawn or lost items are not automatically replaced.

Limitations

The Library:

- Does not guarantee acceptance, cataloging, or retention of any item
- Does not provide editorial feedback or evaluation
- Does not meet individually with authors regarding submissions
- Is not responsible for marketing, promotion, or programming related to submitted works

Selection of a work does not guarantee inclusion in Library programs or events.

Authors may be required to complete a submission form acknowledging these guidelines prior to consideration.

Approved by the Starr Library Board of Trustees: August 27, 2026

Local Authors Materials Submission Form

Thank you for your interest in sharing your work with Starr Library. The Library maintains a limited collection of materials by local authors. All submissions are evaluated according to the Library's Local Authors Materials Selection Policy.

Author Information

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

About You (Local Connection)

Please indicate how you meet the definition of a local author (check all that apply):

- ☐ Current resident of Rhinebeck / Rhinecliff / Dutchess County
- ☐ Former or longtime resident of the area
- ☐ Work is set in the local area
- ☐ Work was created while living in the area

Optional explanation:

About the Work

Title: _____

Genre: _____

- ☐ Fiction
- ☐ Poetry
- ☐ Nonfiction
- ☐ Other: _____

Date of Publication: _____

Publisher (if applicable): _____

Material Details

- ☐ This is a professionally printed and bound book
- ☐ This book is new and in unused condition

(Optional) Please list any professional reviews (e.g., Booklist, Library Journal, Publishers Weekly, Kirkus):

Acknowledgment and Agreement

Please read and sign below:

I have read and understand the Starr Library Local Authors Materials Selection Policy. I wish to donate a copy of my work to Starr Library and understand that:

- Submission does not guarantee inclusion in the collection
- All materials are evaluated at the sole discretion of the Library
- Donated materials become the property of the Library and will not be returned
- Materials may be added to the collection, retained temporarily, or withdrawn at any time
- The Library does not provide editorial feedback or individual consultations
- The Library is not responsible for promoting, marketing, or hosting events related to submitted works
- Inclusion in the collection does not imply endorsement

Signature: _____

Date: _____