



## Local Author Donation

The mission of the Springfield-Greene County Library District is to “Enable lifelong learning, enrich lives and build a stronger community.” The Library strives to provide for the educational, informational, recreational and cultural needs of the residents of Springfield and Greene County by selecting, acquiring, organizing, preserving and making available our materials and services.

We acknowledge that our users may have an interest in works created by local authors, and we encourage local authors to donate their work to be considered for inclusion in the library collection.

Local author includes authors, co-authors, illustrators or other substantial contributors to a work who currently or previously resided in Greene County, Missouri. We will also consider works by others that have a substantial connection to the Springfield or Greene County area.

Before being added to the collection, all materials are evaluated in accordance with the Materials Selection Policy. Donated works must be professionally bound in a manner that is suitable for repeated lending with exceptions for limited Local History works. Local authors may donate one copy of their work in a new, unused condition.

Pursuant to our Gift Acceptance Policy, we are unable to return unused donations to the donor. Donations that cannot be added to the collection will be donated to the Friends of the Library. Additionally, donated materials are withdrawn in the same manner as purchased materials. The Library does not accept responsibility for notifying donors of withdrawal or replacement of donated items.

While we welcome your input, the Library has sole discretion in determining the placement and catalog description of your work. We will include a note in the catalog entry that this work was created by a local author.

The Library is not responsible for reviewing, marketing, or publicising a local author’s work, nor can Library staff provide editorial service or advice.

Please return this form with a single, unused copy of your work to the Collection Services Manager at 4653 S. Campbell Springfield, Missouri 65810. Additionally, your donation can be accepted at any Springfield-Greene County Library branch.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

How are you connected to the Springfield or Greene County, MO area?:  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Contribution (if other than author): \_\_\_\_\_

Description of your work (subject matter, genre, intended audience, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Write a 3-5 sentence summary of your work:  
\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that upon donation, this item becomes the property of the Springfield-Greene County Library. If my work is not added to the Library collection, it will not be returned to me.

I certify that I own the intellectual property and/or images contained within this work. I have the legal right to distribute this work.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_