

# LOCAL AUTHORS SHELF POLICY

The Hershey Public Library takes pride in recognizing the literary effort of local authors by including their work in the Library's collection and connecting them with local readers. The Library has a Local Authors Shelf where library patrons can borrow works written by local authors.

Authors wishing to contribute books to the Local Authors Shelf must:

1. Hold a current Hershey Public Library Card.
2. Reside in Dauphin, Lancaster, Lebanon, Cumberland, or York counties. Priority will be given to authors who reside in Derry Township.
3. Complete a Local Author Submission Form and present it to the front desk along with a copy of the titles submitted for consideration.

Donation Guidelines:

- The Library may accept one copy of each title the author wishes to submit. Authors may donate up to three titles per year.
- The Library will only accept physical formats in new condition.
- Works with cassettes, CDs, or DVDs will not be accepted.
- All submissions must meet the Library's selection criteria as outlined in the Collection Development Policy and shall be subject to the review and approval of the Library.

Some works, especially works of non-fiction, may not be considered without accompanying professional reviews.

If a local author's work is suggested for purchase through regular purchasing channels, the Library will try to contact the author to determine if they are interested in donating a copy of their work to the Library. The Library reserves the right to purchase the works of local authors depending on local interest, widespread popularity, and professional reviews according to the Collection Development Policy.

The Library will acknowledge receipt of the author's work within 30 days. The author will normally receive notification regarding the Library's decision within 90 days.

Books accepted to the Local Author Shelf shall become the property of the Hershey Public Library. Books accepted for the collection will be kept on the shelf for at least three years unless otherwise determined by the Library. After three years, the books may be removed to make room for newer works. Removed books will not be returned to authors. Instead, they will be given to the Library's Book Sale, donated to other non-profit agencies, or recycled if they are no longer in good condition.

Authors will be notified if their works are not selected for the Local Author Shelf collection and those books will be made available for pick up at the front desk. Books

accepted to the Local Author Shelf shall become the property of the Library, which has the prerogative to keep or dispose of the items as deemed appropriate by the Library. If the item is unclaimed by the author within 60 days, it will be given to the Friends of the Hershey Public Library for their upcoming book sale.

Books donated to the Local Author Shelf may become damaged or go missing and thus be removed from the collection. Authors will not be informed of this removal. A second donated copy may be accepted to replace a damaged or missing copy.

The Library reserves the right to refuse any title or remove any title without notice, at any time, and for any reason.

All authors participating in the Local Author Shelf program agree to and shall indemnify, release, and hold harmless the Hershey Public Library from any and all claims associated with the Library displaying, maintaining and/or lending out the books provided to the Library.

## **Generative AI**

The Hershey Public Library's Local Author Shelf supports and celebrates the creativity and skill of local authors and will not stock books written or illustrated with the use of Generative AI. If an author does not disclose their use of generative AI and it is later discovered, the Library reserves the right to remove the book from the collection without notifying the author. This may also disqualify the author from participating in events such as the Chocolate Town Book Festival.

## **Author Programs**

We are fortunate to have a considerable number of authors in our community. Though we would like to accommodate them all, we have limited time, space, and staff for programming. Programs for a single author are rare occurrences and are considered only when the book has received widespread recognition.

Due to limitations on staff time, we cannot discuss individual titles with authors.

## **Chocolate Town Book Festival**

Each year, usually in October, the Hershey Public Library hosts the Chocolate Town Book Festival to showcase the work of local authors and introduce them to readers. Registration for this event opens early in the calendar year and information on registering will be posted on social media pages for the event. Direct any questions to [library@derrytownship.org](mailto:library@derrytownship.org).

*Board approved: 9/20/2022, updated 11/19/2024, 07/22/2026.*

## Local Author Submission Form

Submit a copy of your bound and printed work with the following completed form to the front desk of the Hershey Public Library. eBooks are not considered for inclusion in our collection.

*By submitting this form, I confirm that I have read and understood the Local Author Shelf Policy*

### Author Contact

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

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### Book Information:

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

Publication Year: \_\_\_\_\_ Publisher: \_\_\_\_\_

Author(s): \_\_\_\_\_

Illustrator (if applicable): \_\_\_\_\_

ISBN: \_\_\_\_\_ Library Card number: \_\_\_\_\_

Select all that apply to the work you are submitting:

Adult      Teen      Children      Fiction      Nonfiction      Mystery

Sci-Fi      Poetry      Drama      Short Stories      Biography/Autobiography

Give a brief description of the work (100 words or less) (feel free to attach a typed sheet)

Short bio of the author (50 words or less)

The author represents and warrants full ownership and/or legal rights to publish all material in this book, including artwork. The author agrees to and shall indemnify, release and hold harmless the Hershey Public Library and Derry Township from any and all claims associated with the Library displaying, maintaining and/or lending out the book provided to the Library, including but not limited to claims of physical damage, intellectual property and/or copyright. The author also affirms that they have not used generative AI in the creation of their book.

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

Guardian Signature (author is under 18): \_\_\_\_\_ Date: \_\_\_\_\_