



# MANSFIELD PUBLIC LIBRARY

## DEPARTMENTAL POLICY MEMORANDUM

**Approved by:** Leslie B. McDonough, Library Director  
**Effective Date:** November 1, 2021  
**Subject:** Local Authors' Donations to the Library Collection

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The Mansfield Public Library welcomes the growing opportunities that self-publishing technologies offer local writers.

Authors wishing to contribute books to the library must be residents of Mansfield and hold a current Mansfield Public Library card.

Items submitted must meet the following criteria:

- Fiction and Non-Fiction Prose: The work must be over 100 bound sheets of paper for adult works, 25 bound sheets of paper for children's works.
- Poetry: The work must be over 45 bound sheets of paper.
- Works with cassettes, CDs, or DVDs will not be accepted.
- The work's binding must be strong enough to withstand at least 20 readings/circulations. Books will be removed from the collection and thrown away when bindings give out. Authors can search the online catalog at any time to determine whether their works are still in the collection.
- Each contributed book must be accompanied by a sheet of paper with the following information:
  - full real name of author;
  - full title from the title page, not the cover;
  - date of publication;
  - number of pages.

This information will be entered into our online catalog along with searchable note of "Local Author."

Book donations become the property of the library. The Mansfield Public Library reserves the right to refuse any title, or remove any title without notice, at any time, for any reason.

Contributed books may be shelved at the library for three years. After three years, or when necessary, the book may be withdrawn to make room for newer works. Removed books will not be returned to contributors.