

Local Voices Collection Guidelines

Purpose

The Library's Local Voices Collection exists to introduce the work of local authors/filmmakers/musicians to the community.

What is eligible?

- Professionally published or self-published works whose author/creator is a current resident of Tompkins County
- Non-resident authors/creators whose subject matter are the people and places of Tompkins County
- Printed books and audio/video productions in a physical format
- Works that have not already been added to the Library's collections

How are materials submitted?

- Complete and submit the Local Voices Collection Submission Request Form online or in-person
- Provide one (1) one donated copy
- Bring material to the Information & Learning Services or Youth Services reference desk

What are the criteria for inclusion in the Local Voices Collection?

- Supports or enhances library collections, programs, and services
- Print and non-print materials must be in excellent circulating condition
- Print materials must be sturdily bound, sewn or glued with a title page
- Spiral or comb bindings are not acceptable
- Binding criteria may be waived for print materials created by children
- Non-print material must be properly labeled and in appropriate, standard cases such as those used by the Library
- Donations become the property of the Tompkins County Public Library, exceptions may be made for materials created by children

How long will materials remain in the Local Voices Collection?

- Materials may remain in the Local Voices Collection for 1 (one) year from the date added to the collection
- Print materials with broken bindings will be weeded according to the Collection Development Plan, Collection Maintenance policy
- Replacement copies may be accepted
- Professionally published and self-published works that meet the criteria established within the Library's Collection Development Plan may be added to the Library's permanent collections
- Materials in the Local Voices Collection for more than 1 (one) year that are not added to the Library's permanent collections are weeded according to the Collection Development Plan

How will materials be shelved in the Local Voices Collection?

- All materials will have a unique identifying sticker
- Materials will be shelved by format, genre, and, then, by call number
- The Library will provide minimal processing of materials for circulation
- Materials will be accessible through the Library's catalog

Other

- The Library may feature Local Voices materials in Library publications and finding aids in the context of promoting collections generally
- Authors/creators are responsible for promoting and marketing their work
- The Library bears no obligation for marketing or promoting materials beyond providing the Local Voices Collection
- Authors/creators are responsible for securing the services of a literary agent, reviewer, proofreader, publisher, editor, publicist, and other literary agents
- The Library is not responsible for providing or procuring any professional publishing services

Questions?

Contact Information & Learning Services (607-272-4557 x253) or Youth Services (607-272-4557 x275) staff by phone or email: LocalVoices@tcpl.org.

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