

Form for Consideration of Donated Works by Local Authors/Creators

The La Crosse Public Library does not purchase unsolicited materials. If you wish to donate in the spirit of providing public access to your work, the completion of this form is the first step in the consideration process. To ensure your work is considered as a new materials donation, please mail or drop off your material for donation at the address listed below. Please include your donation and this completed form, along with any professional reviews or information on local media coverage of your work.

Access & Engagement Department, 800 Main Street, La Crosse WI, 54601

- **Please read the policy on the back of this form and sign the statement below:**

My signature below indicates that I have read and understand the “Donations from Local Authors/Creators Policy” on the opposite side of this form. I wish to donate a copy of my work to the La Crosse Public Library with the full understanding that my donation will not be returned to me, regardless of the selection decision made by the Collection Development staff at the La Crosse Public Library.

Signature _____

- **Complete this section of the form if you wish to receive a written acknowledgement of your gift** by mail. We are not permitted to appraise materials for tax purposes. (Please print.)

Full Name _____

Street Address _____

City, State and Zip Code _____

Title of donated material _____

Materials meeting library selection criteria will be added to the collection. Titles selected for the collection will appear in the library catalog no later than 45 days after they have been received by mail. We appreciate your generosity.

Donations from Local Authors/Creators

We sincerely appreciate local authors who are willing to support the library by donating their works. However, we are not able to add all donated material to the collection. The following paragraphs explain the standards by which materials by local authors are selected for the La Crosse Public Library collection.

All materials donated to the library become the property of the La Crosse Public Library and are examined by library staff to determine which are to be added to the collection. The staff, in choosing materials, assures that they meet the criteria established in the La Crosse Public Library Materials Selection Policy. Materials not selected are offered to other libraries in the Winding Rivers Library System. Those gifts still remaining are then placed in book sales conducted by the Friends of the Library.

We select only those materials that fit within the scope of our collection. The scope of the circulating collection does not include materials that are rare, unavailable through established vendors, or sparsely owned by other public libraries of similar size. Exceptions may be made for materials by local authors that create community interest by being featured in library or community sponsored programs, as well as those reviewed or publicized via local media. Please note that if your work is added to the collection, it may not remain there in perpetuity and may be removed at some point as part of ongoing collection maintenance. Although it is necessary for us to subscribe to the above guidelines, we understand the significant effort involved in publishing one’s own creation and applaud the generous spirit with which these materials are offered.



Creator's Corner Submission Form

Return completed form and *one* copy of your submission to the La Crosse Public Library Help Desk (2nd Floor)

Questions? Call the Library Help Desk at 608-789-7074

Donation Details

Circulation Information

Title: _____

Author Pen Name: _____

Group Name (if applicable): _____

Information for Internal LPL use

Author Legal Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Signature: _____ Date: _____

By signing, I indicate that I have read, understood, and agreed to the Creator's Corner Policy.

Creator's Corner Policy

The Creator's Corner is a collection of items donated by local authors and musicians currently residing in the Winding Rivers Library System service area, or the Minnesota counties of Houston or Winona.

Admission Criteria

Bindings for print materials must be strong enough to withstand multiple circulations. Loose pages, stapled or clipped pages, and ring/fastener style bindings will not be accepted

*Music CDs must contain **only** original compositions. CDs must be submitted in a standard sized case with a maximum of two discs per case. Discs must be labeled with artist and title. Cassettes will not be accepted*

DVDs will not be accepted

Donations only – La Crosse Public Library will not purchase unsolicited materials

A completed submission form and a single copy of the donated material must be delivered to the La Crosse Public Library Help Desk

We sincerely appreciate local authors and musicians willing to support the library by donating their works to be shared with the community.

Materials donated to the collection become property of the library. The library reserves the right to refuse or remove any title at any time for any reason, and without notice.

The Creator's Corner collection will be reviewed yearly, or more frequently as space is needed. Removed materials will not be returned to the creators.

