

SUBMISSION GUIDELINES FOR LOCAL AUTHORS

Amarillo Public Library (APL) wishes to support local authors and to recognize local literary and creative efforts. Many of these books are self-published and typically have not been reviewed by standard sources. However, they may be added to the collection at APL if they otherwise meet criteria in the Materials Selection Policy.

The following guidelines are used to make such works accessible to the community, while also maintaining standards for the library's collection:

- Author must be a current resident of one of the counties in the Texas Panhandle, or the book must take place in the Panhandle or otherwise demonstrate strong local interest.
- Book submissions must be professionally printed and bound. Spiral-bound books will be accepted only at the discretion of Library Administration. Books with pages designed to be filled in by the reader or containing elements intended to be torn out or removed are not appropriate to a circulating collection.
- Because of budget limitations and the volume of self-published and print-on-demand titles, only one copy is usually purchased for Downtown Library, though the author is welcome to donate one copy each for APL's four branch libraries.
- Submitted works become the property of APL and as such will not be returned to the donor. If not added to the collection, they will be donated to the Friends of the Library Book Sale.

Books that are added to the collection are subject to the same standards as any other library material and may be reconsidered, weeded, and withdrawn in the course of time. Materials that have been withdrawn and are in good condition will be placed in the Friends of the Library Book Sale. No items can be held for or returned to local authors. Titles that are discarded, lost, or withdrawn are not automatically replaced or reordered.

If the item is non-print, it needs to be in a format that the library currently circulates. APL is not able at this time to add electronic content other than titles available through CloudLibrary.

APL is under no obligation to promote individual books or authors, nor provide authors with a programming platform. Authors wishing to inquire about book signings should contact the library's Programming Specialist at (806) 378-6019.

Self-published family histories or similar genealogical materials will be added at the discretion of the Reference Services Coordinator. Authors wishing to donate their works may drop off one copy at the Downtown Library or send a copy to:

Amarillo Public Library
Director of Library Services
413 SE 4th Ave
Amarillo, TX 79101

Please include:

- The author's name, street address, phone number, and email address
- Reviews, publicity materials or other supplementary information if available