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3E. Local Author Policy

a) Definition

A Local Author is defined as a person who resides in the Charter Township of White Lake or a municipality immediately adjacent to White Lake.

b) Requirements for Local Author Book Donations

Local authors may donate one copy of their book to the White Lake Township Library. However, the Library does not guarantee that the donated material will become part of the library's collection. The Library will follow the provisions of the Collection Development Policy to determine whether a donated book will become part of the collection. If it becomes part of the collection, the Library may remove the item at any point pursuant to the standards of the Collection Development policy.

The Library's policies (including the policies on Donations of Materials and Equipment (1.N) and Disposal of Materials and Equipment (1.P)) apply to donated materials.

Please note that all donated books become the property of the library and cannot be returned. The Library has the authority to dispose of any donated material.

Donations must also meet the following requirements, including but not limited to:

- The Local Author Material Submission Form must be completed.
- They must be in new condition and in a print-bound format (no spiral-bound or other formats). The donated book must have an International Standard Book Number (ISBN).
- Professional reviews should be submitted along with your book. Acceptable resources include, but are not limited to:
    - Library Journal, Publishers Weekly, and Booklist.
    - Local newspaper and magazine reviews are also acceptable.
    - Amazon reviews are not sufficient.

Please drop off or mail your book, along with the required Local Author Material Submission Form, to:
Library Director
White Lake Township Library
11005 Elizabeth Lake Road
White Lake, MI 48386.

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c) Author Book Signings and Programs

1) Purpose

To foster community engagement and support authors by providing a structured process for hosting book signing events and author talks at the White Lake Township Library.

2) Program Eligibility & Application

Authors wishing to propose a book signing or program must submit their suggestion via email to programs@whitelakelibrary.org.

The Library plans community programs 4–6 months in advance and can only accommodate a limited number of interested authors.

Authors must meet the following criteria:

- Qualify as a Local Author under section 3E (reside in White Lake Township or adjacent municipality).
- Hold a published work with an ISBN and professional presentation.
- Provide a copy of the publication, ISBN, and professional reviews
- Provide an event description, anticipated attendance, preferred time frame, and any special requirements.

Library staff will review requests based on space availability, relevance to community interests, and alignment with programming goals. Approved events will receive a date and time confirmation email.

3) Book Sales & Donations

If approved as a library program or book signing, authors may sell their published work at the event. Authors must agree to donate ten percent (10%) of all sales to the White Lake Township Library unless the Library has charged a fee to the author or for the event.

Authors are responsible for handling all sales transactions. The Library will not provide change or equipment to assist with credit card transactions. Authors are responsible for processing returns or providing written notice of a no-return policy. Authors may not solicit donations, charge memberships, or conduct any other monetary activity on Library property.

Local authors must also donate one copy of their book under the Local Author Policy (section 3E). Donated copies become library property and are subject to Collection Development review.

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Local Author Material Submission Form

To be considered, the following form must be completed when submitting your request to the White Lake Township Library.

Author's First and Last Name_____

Address:_____

City: _____State:_____Zip:_____

Phone: _____Email:_____

Contact Name (if different from Author): _____

Website: _____

Title of Material: _____

Publisher:_____ Year Published: _____

Is this title self-published? Yes☐ No☐

Intended Audience (i.e., Adults, Teens, Children):_____

Format:_____

Genre: _____

*ISBN #:_____

*Provide a brief summary of the material:

_____

_____

_____

_____

_____

_____

_____

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*List any reviews or media coverage your material has received:

*If your work is nonfiction, list your credentials or a description of your expertise in the area:

*Required to be filled out.

Adopted by the White Lake Library Board of Trustees: August 27, 2025