



Toledo Lucas County Public Library

Local Author/Creator Submission Guidelines

The Toledo-Lucas County Public Library is pleased to have the works of many local authors, artists and creators on our shelves, and wishes to recognize local creative efforts by including them in the collection when possible. Local authors/creators are defined as those with an active and current community connection.

Materials must meet the Library's Selection Criteria Policy. If accepted, a single copy of the work will be added to the collection. Authors' works will be a part of a floating collection and are subject to current weeding policies and procedures. Acceptance of an author's/artist's work does not guarantee that we will buy additional copies, nor purchase them directly through the author/artist.

The Library cannot accept:

- Unsolicited materials submitted by persons or publishers outside of Northwest Ohio. Such submissions will not be considered, acknowledged or returned.
- Materials with obvious or possible copyright violations
- Materials in eBook or eAudio format.

Please submit one copy of the book and the bottom portion of this form at your local branch or send to:

Toledo-Lucas County Public Library
c/o Collection Development Coordinator/Technical Services
325 North Michigan Street
Toledo, OH 43604

AUTHOR CONTACT INFORMATION

Full name _____

Address _____ Apt./Unit# _____

City _____ State _____ Zip _____

Primary phone# _____ Library card# _____

Email address _____

Title of book _____

_____ Date submitted _____