

## **Lower Merion Library System Local Authors Collection Policy**

**Approved by the LMLS Board September 12, 2017**

1. Each library in the Lower Merion Library System will decide where its Local Author Collection shall reside.
2. Titles in the collection will be identified with a classification prefix of LA followed by relevant call number information, and a Local Author spine label.
3. Works to be added to the collection are works by either a previous long-time resident, or a current resident, or feature the Lower Merion Township community. These works are not necessarily governed by the same selection criteria as gift books or purchased items as detailed in the LMLS Materials Selection Policy, but can be included at the discretion of the Head Librarian, and the LMLS Selection Committee.
4. Items must be in a format and language currently collected by the Lower Merion Library System.
5. Because of limited funds, LMLS requests that authors donate works that may be added to the collection. Depending on demand, the library may decide to purchase additional copies.
6. All donated volumes become the property of the library and are subject to deselection.
7. Items in the Local Author Collection will circulate to the public following the guidelines in the current Circulation Policy.
8. Basic cataloging records will be added to the catalog. A standard subject heading of Lower Merion Township, PA – Local Authors will be used for all entries.