



Commack • Kings Park • Nesconset • Smithtown

Local Author Collection
Author Submission Form

Congratulations on publishing your work. The Smithtown Library welcomes the opportunity to support the literary expression of our community. In order for your submission to be considered for our Local Author Collection, please review the following guidelines:

- You must reside in, work in or have originated from the Town of Smithtown.
- Items must have been published within the last three years and must be in new or “like-new” condition.
- You must agree to donate your book.
- The Library will accept only one copy of any title.
- Author donations are limited to three titles per calendar year.
- Once donated, items become the property of the Library and will not be returned.
- The Library will only accept physical formats that enable circulation, ease of use, and durability, such as bound books. Pamphlets, spiral bound items, textbooks and workbooks are not eligible for inclusion.
- The Library will review donated materials, but does not guarantee inclusion in the collection.
- Materials included in the Local Author Collection will be treated under the same selection and retention guidelines as the Library’s current print collections.
- The Library reserves the right to include or exclude any title from the collection for any reason. Materials donated to the Library may be removed for any reason, at any time.
- Materials selected for inclusion will be added to our Local Author Collection and will be searchable in the Library catalog.
- Works accepted into the collection will be added as time permits.

Book Title: _____

Publication Date: _____

Name: _____

Email: _____

Phone: _____

I have read and agree:

Signature of Consent

Date