



**TINLEY PARK**  
public library

7851 Timber Drive, Tinley Park, IL 60477  
708.532.0160 tplibrary.org



# Tinley Park Public Library



## Local Author Collection Submission Procedures and Form

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## **Purpose**

The library is an idea center that encourages creative expression. One way we achieve this objective is by supporting local authors and promoting their work on our Local Author Shelves.

## **Procedures**

The Tinley Park Public Library is home to many writers whose work may be showcased on our Local Author Shelves. A single copy of a book donated by an author residing in Cook or Will counties may be added to the Local Author Shelf in Adult or Youth Services. Materials that do not meet the criteria for inclusion will be returned to the author.

Guidelines for our local author shelves follow:

- The author or illustrator of the work is a resident of Cook or Will counties.
- Adult, young adult, and children's books are accepted for the library's consideration.
- Authors who would like their book(s) considered for inclusion on the Local Author Shelves may leave a donated copy at the Adult Reference Desk on the first floor together with the "Local Author Shelf Submission Form" below. You may also mail your book(s) together with the form to: Wendy Babjak, Marketing and Adult Program Coordinator, Tinley Park Public Library, 7851 Timber Drive, Tinley Park, IL 60477. The form may be downloaded from our website at [tplibrary.org/borrow/special-collections](http://tplibrary.org/borrow/special-collections).
- Books to be considered for the Local Author Shelves are donated, not purchased.
- Because of limited space, each author may submit no more than three titles per year.
- Inclusion of a title does not constitute endorsement of its contents by the library.
- Library staff reserves the right to decide when a book must be withdrawn. In general, Local Author Shelf books may be available for two years.

## **What Local Authors May Expect from the Library**

By adding local authors' work to its collection, the library supports authors' efforts to make their work accessible to Tinley Park, Orland Hills, and neighboring communities. The library bears no additional obligation for marketing local authors' works. It is neither the role nor the responsibility of the library to serve in the following capacities: literary agent, reviewer, proofreader, publisher, editor, or publicist.

Items on the Local Author Shelves will be part of a browsing collection, searchable in the library catalog, and available for interlibrary loan.

Local Author Shelf Submission Form

If you would like us to consider adding your work, please leave a donated copy at the Adult Reference Desk on the first floor with the form below attached. You may also mail your donated copy to: Wendy Babjak, Marketing and Adult Program Coordinator, Tinley Park Public Library, 7851 Timber Drive, Tinley Park, IL 60477. Items that are deemed not suitable for inclusion will be made available for pickup by the author.

For more information, contact Wendy Babjak at [wbabjak@tplibrary.org](mailto:wbabjak@tplibrary.org) or 708.845.5719.

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Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: (Personal website or a website where reviews of your work have been published.)

\_\_\_\_\_

Title/s Donated:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_