



Title: Local Author Collection Policy

Effective: September 1, 2016

Review Date: June 23, 2025

Status: Revised

1.0 Purpose and Need

The Local Author Collection is intended to showcase donated work of local authors and talent of South Hampton Roads in the Virginia Beach Public Library collection.

2.0 Acronym

LAC – Local Author Collection

MM- Materials Management

VBPL – Virginia Beach Public Library

3.0 Collection Criteria

- A. A Local Author is defined as an author who either currently lives or has lived in one of the five Southside cities:
 - 1. Chesapeake
 - 2. Norfolk
 - 3. Portsmouth
 - 4. Suffolk
 - 5. Virginia Beach
- B. VBPL may accept donations of no more than 2 copies per title of works by local authors if they are deemed of to fit VBPL selection criteria as described in the Materials Selection Policy.
 - 1. Print-on-demand, self-printed, or self-published material may be accepted.

4.0 Donation Process

- A. Local authors seeking to donate a title for inclusion in the collection will be given the LAC donation slip to complete and return with the donated item(s).
- B. Upon request, staff may make a copy of the LAC donation slip for the local author.
- C. Staff accepting the donated item(s) will place the donation slip in the item(s) and route them to the MM selector responsible for the LAC.
- D. Per the Material Donations Policy, the item(s) become the property of VBPL and will not be returned to the author.
- E. Donated items that meet the collection criteria will be added to the LAC within 30 days of donation.

5.0 MM Process

- A. All materials donated for the LAC must be processed by MM.
- B. Donated titles that are new to the VBPL collection may be added to the LAC and given a brief record in the Library catalog.
- C. If a donated title is determined to fit VBPL selection criteria as described in the Materials Selection Policy, additional copies may be purchased and added to the general collection with a full record in the Library catalog.

6.0 Weeding

- A. All titles in the LAC will be subject to the general criteria for weeding as described in the Weeding Policy.

Approved by:



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Director of Libraries