



Local Author Collection Policy

Commerce Township Community Library recognizes the valuable contributions of local authors to the cultural and literary landscape of our community. To support the creative efforts of local authors, Commerce Township Community Library has established a Local Author Collection. The Local Author Collection is designed to give new and emerging writers, especially those whose books are not yet widely reviewed or stocked by libraries and bookstores, an opportunity to have their work read by their friends and neighbors.

For the purpose of this policy, local authors are defined as residents or former residents of the Charter Township of Commerce or the Village of Wolverine Lake. Works about Commerce Township and/or Wolverine Lake are included in this definition.

The purpose of this policy is to guide local authors in their efforts to have their works selected for the library's Local Author Collection.

To be considered for inclusion in the Local Author Collection, the submitted work must meet the following criteria:

- The work or author meets the "local" definition as outlined above.
- The work is a suitable physical format for library use (size, paper, print, binding)
- The material is original and the author owns the rights to it
- The content aligns with the library's mission and materials selection policy

All submissions are reviewed by a librarian using the same selection criteria applied to all library materials, including:

- Relevance to the community
- Accuracy and currency of content
- Literary merit and writing quality

Submission does not guarantee acceptance in the Local Author Collection.

Items generally excluded from selection:

- Textbooks and curriculum-related work
- Puzzle or workbooks that encourage filling in blanks
- Self-published materials

How to Submit Your Work:

Send a copy of your published work to:

Commerce Township Community Library
Local Author Submission
180 East Commerce Road
Commerce Twp., MI 48382

Please include:

- Name
- Address
- Telephone number(s)
- Email address
- Professional reviews/critiques of the work

A Library staff member will acknowledge receipt of your work within 30 days. You will receive notification regarding the library's decision within 90 days. Acceptance of a copy of your work for the Local Author Collection does not guarantee that Commerce Township Community Library will purchase additional copies. If Commerce Township Community Library purchases more copies, the copies may not be purchased directly from you.

All submitted items become the property of Commerce Township Community Library. Items not accepted for the Local Author Collection will not be returned to the author and may be donated to the Friends of the Commerce Township Community Library, recycled or otherwise disposed of at the Commerce Township Community Library's discretion.

Titles added to the Local Author Collection will be assessed on a routine basis using the same guidelines that are applied to other materials per Commerce Township Community Library's Materials Selection Policy. Commerce Township Community Library is not obligated to replace lost or damaged copies, nor to retain items permanently.

Questions and Concerns

The Library welcomes comments from patrons concerning the Local Author Collection Policy. Questions or concerns should first be addressed with the Library Director. Requests for review of the acceptance/exclusion of an item in the Local Author Collection will be considered in the same manner as requests for reconsideration of materials, as outlined in the Materials Selection Policy.

Approved by Commerce Township Board of Trustees, August 12, 2025.