



Library Standard Operating Procedures

Approved by the Library Board: November 2022

Local Author Guidelines

Los Gatos Library

- The Los Gatos Library (Library) considers local authors to be residents of the greater Los Gatos Community living in zip codes 95030-95033. Authors living outside of these zip codes are not considered local for our purposes.
- We generally do not purchase books that are solicited to the Library directly by the local author. However, the Library is happy to accept one donated copy of the local author's publication for consideration to be added to the Library's collection. Accepting the publication does not guarantee the book will be added to the collection. Per our collection development guidelines, book selection is carefully considered to fit the needs of our community.
- If we are unable to add your publication to the collection, it will be donated to our Friends of the Library for resale. We are unable to return donated items.
- Items held in the collection with minimal public use over a two-year period may be deaccessioned from the collection.
- The Library does not provide tracking or circulation statistics to local authors for any of their books held in our collection.
- The Library does not host book launches or book promotion programs as part of advertising campaigns for local authors.
- The Library can direct local authors to resources on writing and the publishing industry, however we do not provide writing advice on manuscripts.