

Local and Self-Published Collection Guidelines

Overview

The Berwyn Public Library Local and Self-Published Collection is intended to highlight local creators and works of local interest, and allow self-published creators an opportunity to showcase their work and reach a wider audience. Because many self-published or self-created items do not receive professional reviews, the collection is donation-based and curated using different standards than the main collection.

Items Accepted

- Physical, bound print books. Fiction, non-fiction, and children's items will be accepted.
- CDs in a jewel case with appropriate cover art.

Items will be accepted on a donations-only basis. All donations become property of the Berwyn Public Library, and will not be returned to the creator.

Items will only be accepted if they are by a creator residing in Cook County, or set in Cook County. Creators may donate up to two items per year to the collection.

All items must be accompanied by a donation form, which includes information about the creator or item's relationship to Berwyn or Cook County.

Selection Criteria

Each item will be reviewed by a selector from the appropriate department for physical quality, connection to Berwyn or Cook County, and suitability for our collection. Selectors will look for:

- Items that are professionally bound and printed
- Proper grammar and punctuation where applicable
- Local interest

Items will not be accepted if they are:

- Hand, spiral, or otherwise non-professionally bound
- CDs without a case
- Handwritten
- Pornographic
- Hate speech
- Illegible or unreadable

Creators will not be informed if their item is not chosen for inclusion in the collection, and items not included will be donated to the Friends of the Library.

Collection Maintenance

The collection will be weeded on a biennial or as-needed basis. Items with low circulation – generally less than twice per year – or that haven't circulated in the past two years will be considered candidates for removal. Items that appear popular or of high interest will be considered for inclusion in the main collection. All decisions about the removal of items are final, and at the discretion of library staff.