

## Capital Area District Libraries Local Collection Submissions

Local authors and artists have the opportunity to have their works in the library through the local collection. It features donated books, music and films by authors and artists from Ingham County and the Greater Lansing area.

### Submission Guidelines:

- One of the creators must live or have lived in Ingham County or the Greater Lansing area.
- At least one copy of the work must be donated to Capital Area District Libraries. Two copies are preferred—one for check-out, and one for the Local History collection.
- CADL accepts physical copies (books, CDs or DVDs). Works available only in digital format may be considered by the Local History Specialist for the Local History digital collection.
- Donated materials become the property of CADL. Items that don't fit local criteria may be donated to Friends book sales.
- Local materials that have low circulation may be withdrawn from the Local collection or transferred to the Local History collection after one year.
- To submit a work, please fill out the form below and submit it along with the copies of your book, CD or DVD to any CADL branch.

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Donated by: \_\_\_\_\_

Phone and/or email address in case of questions: \_\_\_\_\_

Connection of creator/work to local area: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Author/Artist/Director: \_\_\_\_\_

Format:  Book     CD     DVD     Digital

Retail Price: \_\_\_\_\_

Number of copies donated: \_\_\_\_\_

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### Staff Use Only

Branch: \_\_\_\_\_

Staff receiving donation: \_\_\_\_\_

Approving supervisor: \_\_\_\_\_

Local location code

Regular branch location code