



**Hillsborough
County** Florida

**Tampa-Hillsborough County Public Library
Local Author Submission Form
3804 S Manhattan Ave
Tampa, FL 33611
813-273-3652**

The purpose of the local author collection is to support and encourage:

- Content creation.
- Entrepreneurial achievement.
- Community prosperity.

Local Author Submission Guidelines

- Local authors must reside in the Tampa Bay Area (Hillsborough, Pinellas, Pasco, Hernando, Citrus, Sarasota, Manatee or Polk County).
- Local authors who reside in Hillsborough County must have a valid Hillsborough County Library card. Others must sign up for reciprocal borrowing privileges by presenting their home library card and current picture ID to any Hillsborough County branch library.
- Authors must submit a copy of their book for review by Library staff along with the **Local Author Submission Form**. The review copy will not be returned.
- Authors may submit an eBook as well, if available (see our [Local Author web page](#) for additional documents needed).
- To ensure our catalog contains an image of your book cover please provide a thumbnail in jpeg format.
- Authors who would like to be featured on the web site, and in the Local Author Spotlight should also submit a high-resolution headshot photo in jpeg format, and a short biography of 2-3 sentences to author@hillsboroughcounty.org

Library staff use the following criteria when reviewing submissions:

- Suitability of format (textbooks, pamphlet-like materials and brochures will not be accepted)
- Suitability of subject, style, and level for the intended audience
- Staff reviews
- Professional reviews, if available
- Quality of writing, including spelling and grammar
- Quality of layout, illustrations, and production

- If accepted, the review copy will be added to the collection.
- **The author must represent and warrant full ownership and/or legal rights to publish all material in this book.**

Local Author Submission Form

You are required to fill out and sign this form for your book to be considered for the Collection. Parental or guardian consent is required if the author is under the age of 18. Submit this form and a donated copy of your book to a Hillsborough County Public Library, or send to:

Tampa-Hillsborough County Public Library, Local Author Enrollment
3804 S Manhattan Ave Tampa, FL 33611/813-273-3652

Title of book: _____ Author: _____

Publisher: _____ Publication Date: _____

ISBN: _____ Content: _____ Fiction _____ Non-fiction

Audience: _____ Adult _____ Children _____ Young Adult Genre: _____

Address: _____

Library card number: _____ Phone _____

E-mail: _____

If available, please attach professional reviews or critiques of your book.

For works of non-fiction, specify credentials or a description of your expertise in the subject area:

General Rules

- Local authors must reside in the Tampa Bay Area (Hillsborough, Pinellas, Pasco, Hernando, Citrus, Sarasota, Manatee or Polk County) and be a member of the Tampa-Hillsborough County Library or a reciprocal borrower.
- Authors must submit their book with the completed Local Author Enrollment form to a Hillsborough County Public Library or send to the address above for review. See Submission Guidelines for review criteria. Review copy will not be returned.
- The author represents and warrants full ownership and/or legal rights to publish all material in this book. *I understand that submission of this form does not guarantee selection, and that I will be notified of the review decision. My signature indicates that I have read, understood, and agreed to abide by the General Rules of the Local Author Collection Agreement.*

I approve the use of any photos I may supply to the library for use in promoting my work.

Author Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

OFFICE USE ONLY

Branch _____ Staff Initials _____ Date _____