MONMOUTH COUNTY LIBRARY

Guidelines for Placement on Local Author Shelf

- Author must be a Monmouth County resident or otherwise demonstrate a strong local interest or connection to the County.
- Children's books are not accepted/eligible for the Local Author shelf unless accompanied by a review from a major journal (e.g., *Kirkus Reviews*, *Booklist*, *Library Journal*). Paid reviews and Amazon reviews are not considered.
- Authors of work intended for adults and young adults are encouraged, but not required, to include professional reviews.
- Books must be presented in person by the author, along with the Local Author Submission Form. Items presented by a third party will not be accepted.
- The Local Author Submission Form can be found on the library website (www.monmouthcountylib.org) from the About Us tab, under Library Policies & Code of Conduct.
- All submissions/submitted items will be evaluated by our Collection Development staff in accordance with our Collection Development and Management Policy. The library will not bind, cover or add any protective materials to items.
- If a book is added to the collection, it will appear in the library catalog. Items may rotate out of the collection or be withdrawn at the library's discretion. Materials that are donated become the property of the Monmouth County Library system and cannot be returned.
- The library will accept one copy per submitted title. Authors are limited to three submissions per year. Due to time constraints and the volume of inquiries received, we are unable to meet with individual authors or notify them of the library's decision.
- Submissions to the Local Author collection must be the original work of the author. Books that are predominantly generated, written or edited using artificial intelligence (AI) technology will not be accepted. Minor assistive use of AI for grammar check or editing is permissible but use of AI to generate plot, artwork, characters or text must be disclosed in the submission form. The library reserves the right to decline submissions that do not meet the standards of human authorship.

Approved by the Monmouth County Library Commission – June 16, 2026