



DAYTON
METRO
LIBRARY

Local Author Donation

If you are a current resident of Montgomery County, Dayton Metro Library will accept 1 or 2 donated copies of your new book.

First and Last Name

Date

Home Address

City

State

Zip

Phone

Email

Title of Book

Please print and fill out this form, wrap it around your book(s), and mail to:

Dayton Metro Library
Collection Development, Local Author Processing
120 S. Patterson Blvd.
Dayton, OH 45402

To save postage, you may take items to your nearest branch and ask a staff member to forward to **Operations Center, Collection Development.**

Please note:

- The Library reserves the right to not add items to the collection that do not meet guidelines for materials selection in our [Collection Development Policy](#).
- It may take 6 to 8 weeks for your book to be evaluated, catalogued, processed, and available on the shelf.
- We place one book at the Main Library in the Local Author Collection. If you donate two, the second will start the book at a branch near your home address. As part of our floating collection, if it is checked out and returned to a different branch, it will remain at that branch until it is checked out again.
- Library books are subject to periodic weeding if they are in poor condition or not being checked out by patrons.
- If you are not a current resident of Montgomery County, the Library may donate your book to the Friends of the Library book sale. We are unable to return books to donors.
- The Library will purchase additional copies if we have significant demand for the title. You may also donate additional copies if demand warrants.