

# Submission Guidelines

## General Rules

- The author/co-author/illustrator currently resides in the Region of Peel and has a valid Brampton Library card.
- A maximum of three submissions per author are eligible for inclusion.
- All submissions must meet the selection criteria as outlined in Brampton Library's [Collection Management Policy](#).
- All submissions must have been published between January 01, 2017 and March 31, 2022.
- Books published in other languages are acceptable. Please fill out the [2022-23 Local Authors Showcase Application](#) in English.
- Adult, teen, and children's books of all genres are eligible.
- The submission content should not contravene Canadian legislation. Acceptance of a submission does not constitute endorsement of its content by the Brampton Library Board.
- Both print and eBook formats are acceptable. The same title submitted in print and/or eBook format(s) will be considered as one entry. Audiobooks, DVDs and eAudiobooks are not eligible for inclusion.
- A 13 digit ISBN is required for print submissions. A valid ISBN is recommended but not mandatory for eBook submissions.
- Once approved, Brampton Library requests that authors submit a copy of their print book and/or eBook within 14 days.
- Durable binding is required for print submissions. A PDF or EPUB is acceptable for eBooks with the author's consent of our Digital Work Copyright Waiver.
- Both print and eBook submissions will be considered as a donation free of charge to Brampton Library. Additional copies will be purchased directly through the library's vendors by demand.
- Titles added to the Local Authors Showcase collection become the property of Brampton Library and will not be returned.

- Titles selected for the Local Authors Showcase will be on display for 12 months during the showcase session. Library staff reserves the right to decide when a title will be removed or withdrawn.
- Authors' profiles will be featured on the library's website during the whole showcase session. Stories about authors' writing successes and professional achievements will be shared on the library's social media channels. Conditions apply.
- Brampton Library bears no obligation for any further marketing of showcase submissions.
- Titles selected in the current 2021-22 Local Authors Showcase or previous sessions are not eligible for inclusion.

## **Frequently Asked Questions:**

### **When does Brampton Library accept 2022-23 Local Authors Showcase submissions?**

Submissions for the 2022-23 Local Authors Showcase collection will be accepted between November 9, 2021 and March 31, 2022.

### **What if I missed the submission deadline?**

We regret that no late submissions will be accepted. The next showcase session will resume in the fall of 2022. Authors are encouraged to connect with Brampton Library on social media and visit the library's website for more information.

### **How do I submit my work to the Local Authors Showcase?**

Authors can [submit applications online](#). Please [contact us](#) or [email Brampton Library Acquisitions \(acquisitions@bramlib.on.ca\)](mailto:acquisitions@bramlib.on.ca) if further support is required.

### **What happens after I submit my applications?**

An auto-generated acknowledgment of receipt will be emailed to the applicant when the showcase submission has been sent. Brampton Library Acquisitions will email next steps to applicants within 2 weeks of their submissions.

Applicants are advised to check their spam/ bulk email folders if they do not hear from Acquisitions as expected. Please email [Brampton Library Acquisitions](#) for additional support.

### **When will the 2022-23 Showcase collection be unveiled to the community?**

The 2022-23 Local Authors Showcase collection will be unveiled in June, 2022. Invitations and details will be emailed to applicants from Brampton Library Acquisitions as the time approaches.

### **How will Brampton Library display the 2022-23 Local Authors Showcase collection?**

Eligible titles will be featured on Brampton Library's online catalogue from June 2022 to May 2023. Print books will be on display at Chinguacousy Branch and eBooks will be advertised through [cloudLibrary](#) during the showcase session. Authors' profiles will be posted on the [Local Authors Showcase web page](#) for 12 months.

Participating authors have the opportunity to be featured in the library's social media posts. Conditions apply.

### **How do I get a Brampton Library card?**

Membership is free to all residents of Ontario. Applicants can visit any Brampton Library location with applicable ID to register for a card.

Please visit our "[How do I...](#)" page for details.

### **How do I contact Brampton Library for technical assistance or further support?**

Please see our [Contact Us page](#), email your requests to [Acquisitions](#), or visit [Local Authors Showcase 2022-23 Submission Help](#) for assistance.