

LIBRARY PUBLICATION POLICY

1. GENERAL POLICY

The Urbana Free Library publishes books, maps, pamphlets, and other materials in the areas of librarianship and of Champaign County history. It is not a general publisher. It does not publish materials in other subject areas, nor does it publish fiction or belles lettres.

The Library's publications are intended to relate directly to the Library's special subject strengths and professional accomplishments.

The editorial responsibility for all Library publications rests with the Executive Director.

2. LOCAL HISTORY PUBLICATIONS

Through its "Historical Publications Series" and "Historical Research Series" the Library publishes materials of general interest on the history and people of Champaign County. The Library's purposes in publishing these series include:

- a. Preserving scarce original publications through reprinting.
- b. Encouraging preparation of original works on the history, people, places and architecture of Champaign County and the surrounding area.
- c. Improving public interest in knowledge of Champaign County.
- d. Enhancing the reputation of the Library as a major local history resource.

3. SCOPE OF LOCAL HISTORY PUBLICATIONS

The local history publications of the Library include materials of general popular interest on the history, people, places, architecture, and contemporary life of Champaign County.

- a. The Library publishes both reprints and original works.
- b. Publications not devoted exclusively to Champaign County will be limited to the fifteen-county east-central Illinois area defined in Section III-B-2-a of this Manual.
- c. The Library does not publish family histories or genealogies, scholarly materials of limited general interest, or materials primarily about the University of Illinois.

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4. PUBLICATIONS ON PROFESSIONAL LIBRARIANSHIP

The Library publishes materials on professional librarianship in areas in which it has particular expertise to share with the profession at large.

- a. Materials published center on the specific strengths and skills of The Urbana Free Library. Under most circumstances, staff members will be the authors of these materials.
- b. Professional materials published by the Library will normally be those which do not lend themselves to publications in professional journals, usually for reasons of length,
- c. The Library does not solicit or accept outside manuscripts on professional librarianship

5. FINANCIAL ARRANGMENTS

Library publications are intended to earn profits to underwrite future publications—and to help provide essential equipment for the Archives.

- a. All publications are intended to be fully self-supporting. Any publication that cannot be expected to return its full original production costs within a year is not undertaken without appropriate subsidy.
- b. Reprints of works subject to copyright protection are undertaken only under special circumstances, with the understanding that any payment due to the original publisher or other copyright holder shall be considered as part of the production costs referred to in section IV-F-5-a above.
- c. Original publications are undertaken with the understanding that the Library pays no advances to authors. Royalties are paid to authors only after all printing, binding, advertising, and other out-of-pocket costs—as opposed to Library staff costs—have been paid. Royalties are expected to be 15 per cent of income in excess of out-of-pocket costs. This income is figured by excluding Library staff time from out-of-pocket costs, and excluding payments and costs for shipping from income and costs. Royalties are payable quarterly or less frequently, as determined by the Executive Director. To clarify these financial arrangements, the Library will enter into written understandings with authors in advance of publication.
- d. Unrestricted trust funds may be used as a source of temporary funds to enable major publications. It is expected that the money borrowed from trust funds for this purpose will be returned as rapidly as possible.

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- e. The Library actively seeks grant support to enable publication of works which would otherwise not break even, and to enable publication at attractive prices.
- f. The Library may cooperate with outside publishers in the production of materials on appropriate topics. In general, such cooperation will be limited to situations where the Library maintains editorial control over the book, has the exclusive right to local distribution, and receives an agreed-upon portion of the income from the sale of each book, and in which the publisher derives his sole income from the sale of the book—as opposed to paid advertising in the book, contributions from individuals or firms covered in the book, etc.

6. APPROVAL OF PUBLICATIONS

Any major new publication is undertaken only with the approval of the Board of Trustees of The Urbana Free Library.

7. DISTRIBUTION

Publications are sold by mail and at the Library. Library publications are made available to retailers and wholesalers at appropriate discounts and terms.

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