



# THE OHIO DIGITAL LIBRARY

## Local Author Information for the Ohio Digital Library

Thank you for your interest in contributing to Ohio Digital Library's collection. The Ohio Digital Library collects eBooks and other media written, published and/or produced in the state of Ohio. The materials chosen support general interest in a broad range of categories. This collection is intended to serve the general public instead of the needs of a researcher. Media formats collected by the Ohio Digital Library include eBooks, audiobooks, magazines, and videos.

The criteria for inclusion in the Ohio Digital Library's local author collection are the author or creator must be born in Ohio and/or have lived in Ohio for at least 5 years. Illustrators are eligible. In the case of an illustrated book, either the author or the illustrator must have been born in Ohio and/or have lived in Ohio for at least 5 years.

The Ohio Digital Library supports local authors who have self-published their books and considers their works for addition to the collection. Self-published works have two means of entering the collection:

- Donation by the copyright holder.
- Purchase of the material through the Smashwords platform (ebooks only).

### Donation

To submit a title for consideration, please fill out the Local Author Form on the back of this sheet and drop it off at a member library in the Ohio Digital Library with one digital copy of the work and a digital copy of the cover art in GIF, PNG, JPEG format on a physical medium (CD, DVD, or flash drive). Cover art recommended dimensions are 510 x 680 pixels for the cover image and 99 x 132 pixels for the thumbnail. Donations are accepted in the following formats:

eBooks:	Adobe EPUB, Open EPUB (preferred), Adobe PDF, Open PDF
Audiobooks:	MP3
Videos:	MP4

### Purchase

The collection is currently hosted by and purchased through the vendor Overdrive. Smashwords has a relationship with Overdrive that allows self-published works to be sold through the Overdrive platform. To request that the library purchase your self-published work, please fill out the online form at <https://library.ohio.gov/suggest-a-purchase/>. Note in the comments box that you are a local author. The information you submit in this form will be emailed to your local library for their consideration.

Information on how to publish via Smashwords is available at [https://www.smashwords.com/about/how\\_to\\_publish\\_on\\_smashwords](https://www.smashwords.com/about/how_to_publish_on_smashwords). More information about how Overdrive works with publishers is available on their website at <http://company.overdrive.com/publishers/>

This box is for library use.

To have the State Library upload materials:

- Email this form to [odl@library.ohio.gov](mailto:odl@library.ohio.gov) or fax to 614-466-3584
- Mail materials to Attn: Anne Kennedy, Ohio Digital Library, 274 E. 1<sup>st</sup> Avenue Columbus, OH 43201



Ohio Author Donation Form

Title	
Subtitle (If applicable)	
Author (s)	
Series (If applicable)	
Edition (If applicable)	
Publisher	
Audience	<input type="checkbox"/> Adult Fiction <input type="checkbox"/> Adult Non Fiction <input type="checkbox"/> Young Adult Fiction <input type="checkbox"/> Young Adult Nonfiction <input type="checkbox"/> Juvenile Fiction <input type="checkbox"/> Juvenile NonFiction
Subject (s)	
Short description (1000 character maximum)	

OverDrive, Inc. ("OverDrive") provides authorized users and libraries of its Digital Library Reserve ("DLR") system (collectively "Library") the ability to upload digital content for circulation in the Library's DLR collection. Supplier has authorized Library to upload Supplier's digital materials on Supplier's behalf into Library's DLR account.

Supplier represents that any digital content or materials including text, images, sound and video (collectively "Local Content") that Library deposits, on Supplier's behalf, in Library's DLR account shall comply with the following terms and conditions:

1. Supplier permits Library, on Supplier's behalf, to deposit digital content or materials into Library's account for lending, at no cost to Library, to all DLR authorized Libraries who select to add the content to the Library's DLR collection.
2. Supplier acknowledges that OverDrive doesn't review or evaluate the Local Content in any matter whatsoever, including subject matter, substance, or other contents.
3. Supplier warrants and represents that it has the necessary ownership rights, licenses and/or permissions to allow Library to deposit the Local Content into the DLR system. Supplier warrants and represents that the Local Content does not violate the proprietary rights of others, including but not limited to contract, copyright and trademark. Supplier warrants and represents the Local Content does not contain matter which is libelous, slanderous, an invasion of privacy, unlawful appropriation of name, and likeness and defamation of character.
4. Supplier acknowledges that OverDrive provides certain services for setting copyright protection for the Local Content. Supplier shall communicate to Library its preferences for designating the copyright protection settings applied to the Local Content. OverDrive makes no



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representations or warranties as to the effectiveness of any such software or services as applied to the Local Content.

**5.** Supplier agrees to hold OverDrive, its agents, officers and directors, harmless in any and all matters for any claims related to the upload, deposit or distribution of Local Content in the DLR system.

**6.** OverDrive, in its sole discretion, reserves the right, without notice, to reject or remove any and all Local Content deposited by Library on Supplier's behalf, if in OverDrive's sole opinion it reasonably believes the Local Content will expose OverDrive to any action, liability, damage and/or potential exposure to third party claims.

Accepted and Agreed this \_\_\_\_\_ day of \_\_\_\_\_

By (signature):

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Print Name:

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