



PROCTOR LIBRARY
SPECIAL COLLECTIONS

Firstly, please allow me to congratulate you on being a published author!

Even if I have talked to you in the past about your publication history, please fill out the following form so that my records are complete.

Please note that the Faculty/Staff/Student Collection is **not** intended to be:

1. An archive of any author's papers.
2. A collection that includes all publications written by a member of the Flagler family.
3. A collection that is likely to ever be digitized.
4. A depository of digital documents.

The Faculty/Staff/Student Collection is:

1. A collection of books authored by a current or past member of the faculty, adjunct faculty, staff, and eventually the student and alumni bodies.
2. A collection of books that includes a contribution by a current or past member of the faculty, adjunct faculty, staff, and eventually the student and alumni bodies.
3. A collection that is distinct/separate from the circulating collection as it will be in all possible cases a signed copy of the book. This collection is not available for check-out.

Professors who retire from Flagler College and are honored with the distinction of "Emeritus" may consult with the Director of Library Services and the Special Collections Librarian about donating a copy of all of their publications (books, journals with articles, poetry contributions, newspaper articles, etc.) that are in a print format. These "Emeritus" status individuals who wish to have a copy of their published documents saved by Flagler College will be reviewed and negotiated on an individual-by-individual case-basis.

If you have further questions, please do not hesitate to contact me via the information in the footer of this document.

Thank you,

Katherine H. Owens

Katherine H. Owens



PROCTOR LIBRARY
SPECIAL COLLECTIONS

Duplicate this form as many times as needed for each of your publications. If you are submitting more than one form at a time, please fill out the top information on the first form, and staple all the forms together.

Your information:

Your name _____

Are you a current or past employee of Flagler College? _____

Are you a faculty member, adjunct, or staff member? _____

Your current/last title at Flagler College _____

Are you a Flagler graduate? _____ If yes, what year? _____

Your publications' information:

Author's Name _____

Editor (if applicable) _____

If you are a contributor, what part of the book is your contribution? _____

Title _____

Publisher _____ Date of Publication _____

Edition _____ No. of Volumes _____ In/Out of Print _____

Copy for Special Collections information:

Can you donate a signed copy? _____

If no, will you be available at a later date to sign a copy the Library purchases? _____

Are you ok with your book being included in future Faculty/Staff Author displays? _____

If you plan on donating a signed copy of your book, please note that I have a donor agreement form that you will need to review and sign at the time of the donation.



PROCTOR LIBRARY
SPECIAL COLLECTIONS

If you and I have already talked about your book and you know it is in Special Collections; I greatly appreciate your assistance in helping me preserve this important part of Flagler's history – her authors!