

## Self-Published Materials Submission Form

The New Berlin Public Library makes material purchasing decisions based upon professional reviews, community demand, quality of the print, and our materials budget. Due to the increased demand we receive from local and self-published authors, we use the following form to help us with our purchase decisions. Completion of this form is the first step in the consideration process.

### Author Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Author website: \_\_\_\_\_

### Information About the Book:

Title: \_\_\_\_\_ ISBN: \_\_\_\_\_

Publisher: \_\_\_\_\_ Date of Publication: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Price: \_\_\_\_\_ Where to purchase: \_\_\_\_\_

One or two sentence description of the book, its genre, and its intended audience:

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Has your book received any published reviews by professionals, won any awards, or do you have accompanying publicity materials? If so, please describe and attach copies with your submission:

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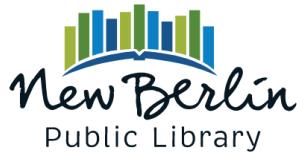
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Please read the Self-Published Materials Acquisition Guidelines on the back of this form, then sign the statement below.

*My signature below indicates that I have read and understand the New Berlin Public Library Self-Published Materials Acquisition Guidelines. I understand that if the work is accepted for addition to the library's collection, I will be notified within 6-8 weeks and will provide invoicing and W9 documentation at that time. Decisions related to self-published submissions are final and not eligible for appeal. The library is unable to provide detailed feedback on individual submissions, and acceptance of one title does not guarantee acceptance of additional titles.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit your book, along with this completed form and any accompanying documentation to the attention of the Library Services Manager.



## Self-Published Materials Acquisition Guidelines

The New Berlin Public Library acquires books from commercial publishers that meet our criteria and priorities for selection as outlined in our Materials Selection Policy. Books not sold through traditional publishing houses, vendors, or sites like Amazon, are acquired via local, independent bookstores. We also acquire self-published books when they include unique local content, fit the scope of the library's collection plan, and meet our selection criteria, including quality, accuracy, and editing.

Self-published books are defined as books that are published by the author without the use of a traditional book publisher and/or are published at the expense of the author. For Library consideration, self-published titles require a positive review in one or more of the major professional, peer-review journals (for example *Library Journal*, *School Library Journal*, *Kirkus Reviews*, *Booklist* and *Publisher's Weekly*). Customer reviews from retail booksellers or websites like Goodreads are not considered professional reviews.

### Considerations for self-published books:

- Book information: basic bibliographic information about your book (i.e., title, author, ISBN, publisher, date of publication, number of pages, price, distributor)
- Binding: books must be professionally printed and bound in a format suitable for circulation. We will not accept loose pages, spiral bound, stapled or clipped pages, ring or fastener-type bindings, pamphlets, and brochures. We are unable to accept materials in any electronic format. Advanced Reading Copies of books are not able to be added to library collections.
- Audience appeal: submissions should be clearly tailored to the intended age range or audience. Authors may consult similar titles in the New Berlin Public Library's collection to better understand audience expectations. Publisher websites and professional reviews provide guidance on recommended age ranges and audiences.

### Steps for Material Submission:

1. Review Materials Selection Policy.
2. Complete Self-Published Materials Submission Form: Complete and submit form, along with one copy of your material, to the library, to the attention of the Library Services Manager.
3. Notification: Authors will be notified if the library chooses to purchase the material within 6-8 weeks of submission. For items not selected, materials will be available for pick-up at the Circulation desk. The library is unable to pay for shipping to return materials. The library is unable to provide detailed feedback on individual submissions.
4. Acquisition: All purchase decisions are made in accordance with the Library's Materials Selection Policy. For materials selected to add to the collection, the author will provide invoicing and W9 documentation. Payment processes through the City of New Berlin Finance Department and takes 4-6 weeks.
5. Decisions related to self-published submissions are final and not eligible for appeal.