



Carnegie Library of Pittsburgh

Author and Publisher Submission Guidelines

The Carnegie Library of Pittsburgh acquires books published by commercial publishers that fit the library's selection criteria and priorities for selection as outlined in the library's Collection Development and Management Policy. We also may acquire self-published books when they include unique local content, fit the scope of the library's collection and meet our selection criteria. A positive review in one or more of the major review journals (such as *Library Journal*, *School Library Journal*, *Kirkus Reviews*, *Booklist* and *Publisher's Weekly*) is the best way to bring a title to our attention.

You may also bring your book to our attention by:

Email –

Send an email to collectionsservices@carnegielibrary.org

Mail –

The library will consider donated copies for selection. Send a copy of your published work and/or any promotional materials to:

Collection Services
Library Support Center
Carnegie Library of Pittsburgh
50 Alexander Street
Pittsburgh, PA 15220

Whether contacting us by email or mail, be sure to include:

- Contact information (name, address, telephone number, email address)
- Basic bibliographic information about your book (title, author, ISBN, publisher, date of publication, number of pages, price)
- Copies of or links to reviews or other coverage in the news media and/or a link to your book's website (as available)
- A brief description of your book and its intended audience
- Vendor/Publisher information (how or where to buy it, pricing, shipping and handling fees and any library discount available)

Please note that because of the number of submissions we receive the library cannot acknowledge receipt of your work or notify you of our final decision nor are we able to return any materials. Due to staffing and time constraints we are unable to meet with individual authors.

If your work is accepted, you may expect to see it in the library catalog within approximately 120 days. Acceptance of a copy of your work for the collection does not guarantee that we will buy additional copies. Additional copies, if ordered, may not be purchased directly from you.

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Donating a Book –

Donated books are subject to the same selection criteria as books the library purchases for the collection. Materials submitted for consideration that are not selected for inclusion in the collection will be considered donations and may be sold to raise funds for the library.

Promotion –

Carnegie Library of Pittsburgh bears no obligation for marketing an author's work. Authors are fully responsible for promoting their work.

Local authors or publishers may reserve a room at the library for their own programs, subject to the library's Neighborhood Location Meeting Room Use Policy.

More information on writing and publishing –

See a list of local and regional writers' organizations or check out Pittsburgh area publishers.

Search the library catalog for information on traditional publishing, self-publishing, marketing and the craft of writing. Library resources may also be helpful in researching a particular setting, time period, character or event.

August 2014