

## Author and Publisher Submission Guidelines

Carnegie Library of Pittsburgh (CLP) is often asked by authors and publishers to include items in our libraries. These requests may come from commercial, small, or independent publishers or self-published authors.

CLP acquires books published by commercial publishers that fit the library's selection criteria and priorities as outlined in the library's Collection Development and Management Policy ([link](#)). When considering small, independent, or self-published materials CLP collection development librarians also prioritize material with unique local content and/or collection relevance that will appeal to a wide audience.

The best way to bring an item to the Library's attention is through reviews. 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*) will give an independently published book an improved chance for selection by Carnegie Library of Pittsburgh. We will also consider reviews from sources that specialize in independently published material, such as Independent Publisher, IndieReader, ForeWord and BlueInk Reviews. It is also to your benefit if your item is being carried by a local bookstore, which would generate demand for its purchase by our system.

Please keep in mind that books in a public library may get frequent and sometimes heavy use from the public. Because of this, we look for material that is sturdily bound, preferably sewn or glued. Spiral and comb bindings do not stand up well in our setting and books with pages designed to be filled in or torn out by the reader are not appropriate.

You may bring your book to our attention by:

### Email –

Send an email to [collectionsservices@carnegielibrary.org](mailto: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, website)
- Basic bibliographic information about your book (title, author, ISBN, publisher, date of publication, number of pages, price, etc.)

- Copies of or links to reviews or other coverage in the news media and/or a link 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.

#### **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. For more information see CLP Policy # COL-3 Donated Library Materials. ([link](#))

#### **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 Meeting Room Use Policy. ([link](#))

#### **More information on writing and publishing –**

Search the library catalog or ask a librarian 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.