Greenfield Public Library

Submission Policy for Authors & Publishers

Authors and publishers may submit gifts, review copies, or promotional information for materials to be considered for purchase by The Greenfield Public Library (GPL). GPL selects materials supporting its diverse community needs and mission. Resources will be considered based on the criteria in the Library's Collection Development Policy.

Submitting Gifts or Review Copies

Submit to:

Greenfield Public Library

Attn: Library Director - Author/Publisher Submission

5310 W Layton Ave. Greenfield, WI 53220

GPL will not return materials or accept payment by invoice. Submissions not added to the collection may be given to the Library's Book Sale held in spring and fall.

Please complete the form found online at https://www.greenfieldlibrary.org/author-publisher-submission-request.php prior to mailing your submission. *Submitting gift or review copies is optional and not required for consideration.

Format Considerations

Binding: Library materials are well used; GPL aims to purchase physical materials built to last.

Durability: GPL avoids purchasing workbooks, puzzle books, sticker books, coloring books or other "consumable" formats.

ISBN: Submissions need a unique ISBN. ISBNs can be purchased here:

United States: http://www.isbn.org/

International: https://www.isbn-international.org/content/what-isbn

For technical and/or legal reasons, GPL is unable to accept donated eBooks or purchase eBooks from any vendor other than OverDrive.

Content Considerations

Collection Need: GPL reviews circulation data and community feedback to determine collection priorities. Use **CountyCat** to review current holdings.

Audience Appeal: Submissions should be expertly tailored to the intended age range/audience. Sample similar items in GPL's collection, best-sellers, award winners, and other well-known titles for guidance and inspiration. Publisher websites and professional reviews of these items will indicate age/audience.

Professional Review(s): GPL considers professional reviews such as *Booklist*, *Library Journal*, *School Library Journal*, *Kirkus*, *Publishers Weekly*, etc..

Copyright: The publisher/creator should indicate the right or permission to reproduce all material in the submission, including photographs and illustrations.

Ordering Considerations

GPL acquires material through established library vendors (e.g. Ingram and Midwest Tape). Books not sold through traditional publishing houses, vendors, or sites like Amazon, are acquired via Boswell Book Company, Woodland Pattern Book Center or similar bookstores. GPL does not purchase directly from authors.

Other Considerations

Due to volume, GPL does not notify individual authors or publishers of ordering decisions or give feedback.

Items selected for the collection can be viewed in **CountyCat**.