

SOLDOTNA PUBLIC LIBRARY GUIDELINES FOR AUTHORS

Thank you for your interest in expanding the Joyce K. Carver Memorial Soldotna Public Library collection. Please read through the following guidelines before contacting library staff:

- The library does not accept materials for review, and any item left is considered a donation and treated accordingly (see *Materials Selection and Access Policy* and *Donations- Materials & Money* policies).
- All purchase requests by authors, friends/family of authors, and publishers must include a hyperlink or copy of a least one review from a reliable source, such as those listed below:
 - National Review Sources: *Library Journal*, *Booklist*, *School Library Journal*, *Kirkus*, *Choice*, *Horn Book*, and *Voice of Youth Advocates*.
 - A positive review in the book section of the *Alaska Dispatch News* would significantly enhance the prospect of a book being purchased.
- In order to be considered for procurement, all items must have cataloging in publication (CIP) data and/or International Standard Book Numbers (ISBN). These records make items accessible to library users, and a lack of this data makes cataloging items prohibitively expensive.
- Because of heavy use by the public, items submitted must be sturdily bound or packaged. Unique packaging, spiral, and comb bindings are some features which do not stand up well in a public library.
- We select materials with content aimed at the general reader/listener/viewer rather than for the specialist or practitioner. All items will be assessed based on the accompanying reviews to determine whether they are likely to be of popular local demand.
- Please do not “cold call” over the phone or in person!
- All purchase requests or donations should be submitted along with supplemental materials to the following:

library@soldotna.org Subject: “Author Purchase Request”

or

Soldotna Public Library
ATTN: Author Purchase Request
235 N Binkley St
Soldotna, AK 99669