



## Submission Guidelines for Authors and Publishers

Authors and publishers may submit review copies and/or promotional information relating to books (or materials in other formats) that they wish to be considered for purchase by Brooklyn Public Library (BPL). Materials must meet the below criteria as stated in BPL's Materials Selection Policy:

*"Each type of material will be considered in terms of its own kind of excellence and for whom it is intended. There is no single standard that can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship or their value as human documents; others are selected to satisfy the recreational and entertainment needs of the community."*

Due to security concerns, BPL is unable to receive submissions digitally or in-person. To submit your materials for review, please mail physical copies and any promotional information to:

BookOps Library Services Center  
Attn: BPL Selections  
31-11 Thomson Ave  
Long Island City, NY 11101

### **Include the following:**

Please include as much information as possible to assist BPL in making a purchasing decision.

- Format of material (print, media, etc.)
- Book summary: International Standard Book Number (ISBN), intended age level/audience, price and publication date
- Information about the author
- Copies of relevant reviews. Review sources may include, but not are not limited to: *Booklist*, *Library Journal*, *School Library Journal*, *The Horn Book*, *The Bulletin of the Center for Children's Books*, *Publishers Weekly*, *Kirkus Reviews*, and/or *VOYA*
- Ordering availability: BPL purchases material through established library vendors (e.g., Baker & Taylor, Ingram, Midwest Tape, Overdrive, etc.). For more information about making your book available for libraries to purchase, please visit the vendor websites directly. It is not the library's current practice to order from Amazon.com or other online book vendors.

*BPL does not accept donated books, CDs/DVDs, magazines, textbooks, or eBooks for the collection. For technical and legal reasons, BPL can at present only license digital books from established library vendors.*



# Submission Guidelines for Authors and Publishers

## Keep in mind:

- Our selectors consider and order thousands of titles each year. For this reason, BPL cannot notify individual authors or publishers of ordering decisions.
- Records for titles that have been selected for purchase can be viewed in the BPL catalog ([www.bklynlibrary.org/search](http://www.bklynlibrary.org/search)) within six months of receipt of material.

## What are we looking for?

In addition to the criteria listed in BPL's Materials Selection Policy, Selection librarians will take note of the following when making purchasing decisions:

### Presentation

- Binding: library collections are very well used, and BPL aims to purchase physical materials built to last as long as possible. Submissions should have sturdy bindings whenever possible.
- Durability: BPL generally does not purchase workbooks, puzzle books, sticker books, coloring books or other "consumable" format of material. We generally do not circulate material that has "delicate" content that cannot survive heavy use, such as pop-up books.
- Spine label: in general, library patrons look at the title of spines while browsing. Physical submissions printed with the title on the spine label will have the best visibility.
- ISBN: submissions must have a unique ISBN. If necessary, purchase an ISBN here:
  - United States: <http://www.isbn.org/>
  - International: <https://www.isbn-international.org/content/what-isbn>

### Content

- Collection need: BPL actively reviews circulation data and community feedback to determine collection priorities. Use the BPL catalog to review current holdings. Submissions that uniquely meet the wide-ranging and diverse needs of the Brooklyn community, especially Brooklyn interest titles, have the most likely chance of being selected.
- Audience appeal: submissions will be expected to be expertly tailored to the age group/audience they are intended for. Review similar items in BPL's collection, and look at best-sellers, award winners and other well-known titles for guidance and inspiration.
- Copyright: the publisher/creator should provide indication that they have the right to reproduce any and all material in the submission, including photographs and illustrations.