



## Largo Public Library Collection Management:

### Independently/Self-Published Materials

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Largo Public Library receives numerous requests from local authors to include their books in the library collection. The Library wishes to support local authors while maintaining the standards needed in its permanent collections. Authors may complete a Collection Submission Request to have their book/item considered for addition to the collection. Items submitted will be reviewed by staff selectors based on general selection criteria. If the item is selected for inclusion in the library collection, it will appear in the library catalog within 3 months of submission. Items not selected for inclusion in the library collection will not be returned and will be donated to the Friends of Largo Library. Authors will not be notified if/when the item has been added or not added to the library collection.

#### Submission Guidelines:

- Submissions must be donated to Largo Public Library. The Library will not purchase submissions.
- Submissions must be accompanied by a completed Collection Submission Request.
- The Library will only accept one copy of any title.
- The submission must be in new condition and published within the last year.
- The Library cannot acknowledge receipt of the submission, nor can staff meet with individuals to discuss their work.
- Items selected for inclusion will rotate out of the collection and be withdrawn based on demand and condition.

General selection criteria guides the selectors' decision-making process. Some factors that our selectors consider are:

- Has the book been carefully and thoroughly copy edited (use of a professional editor is recommended)?
- Has the book been bound and covered in such a way that it will hold up to multiple circulations?
- Has the text been appropriately formatted for easy readability?
- For non-fiction titles, are the author's professional and/or educational credentials verifiable?
- Are proper citations included for any works referenced, and are all photos and/or illustrations used with permission?
- Has the book been professionally reviewed?
- Does the title have an ISBN?
- Is there a MARC record available for the title?
- Will the book have enduring value with library patrons?



**Largo Public Library  
Collection Management:**

**Collection Submission Request**

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With this application, please submit a new, donated copy of your item for consideration. If the item is selected for inclusion in the library collection, it will appear in the library catalog within 3 months of submission. Items not selected for inclusion in the library collection will not be returned and will be donated to the Friends of Largo Library. Authors will not be notified if/when the item has been added or not added to the library collection.

Title:

Author:

Publisher:

ISBN:

Publication Date:

Intended Audience:    Adult    Juvenile    Young Adult

Please list any reviews or media coverage your work has received (not including Amazon reviews):

For works of Non-Fiction, please specify credentials or a description of your expertise in the subject area: