



## Submission Guidelines for Self-Published or Unsolicited Items

- Author must be a current resident of Montana, the setting must be in Montana or the book must have a local connection.
- Bozeman Public Library generally does not add books to the general collection that have been self-printed. Book submissions must be professionally printed and bound. Books with pages designed to be filled in by the reader or torn out are not appropriate. Items that are spiral bound or stapled, and pamphlets and brochures, will not be accepted. We are unable to accept materials in any electronic format.
- Submissions must be donated to the library and will become the property of the Bozeman Public Library and the City of Bozeman.
- Only one copy of a donated self-published book will be accepted. Donated books must have been published within the past three years and in unused, new condition. No more than three titles by an author will be considered each year.
- Materials that are accepted and added to the collection will be subject to the same standards as any other library material and may be reconsidered, weeded and withdrawn in the course of time. No items can be held for or returned to individuals. Titles that are discarded, lost, or withdrawn are not automatically replaced or reordered.
- Authors are encouraged to include professional reviews with all donations. Please note that customer reviews from retail booksellers or websites like Goodreads are not considered professional reviews.
- The Library is under no obligation to promote individual books or authors, nor provide authors with a programming platform.
- The library is not responsible for reviewing, marketing, or publicizing a local author's work, nor can library staff provide editorial service or advice.
- Local Materials that are not accepted for addition into the Library's collection will be given to the Friends of the Library to sell at their book sales.
- Unsolicited self-published books received in the mail will not be returned.
- A completed submission form (see other side) must accompany your item. Send one copy of your item along with a completed submission form and any professional reviews/critiques to:

Collection Management Department  
Bozeman Public Library  
626 E. Main Street  
Bozeman, MT 59715



## Submission Form for Self-Published or Unsolicited Items

Bozeman Public Library does not purchase unsolicited materials, nor does it generally purchase self-published books if those books do not have published professional reviews. If you wish to donate in the spirit of providing public access to your work, the completion of this form is the first step in the consideration process.

Information about you:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Information about your book:

Title: \_\_\_\_\_

One or two sentence description of the book, its genre, and its intended audience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your book received any published reviews by professionals, won any awards, or do you have accompanying publicity materials? If so, please describe and attach copies with your submission:

\_\_\_\_\_  
\_\_\_\_\_

Please read the guidelines on the back of this form and sign the statement below.

My signature below indicates that I have read and understand the Bozeman Public Library Collection Development Guidelines for Local and Self-Published Authors. I wish to donate a copy of my work to Bozeman Public Library and I release all claims for compensation related to the use of this item. I understand fully that my donation will not be returned to me, regardless of the disposition decision made by library selectors. I understand that librarians are not able to meet with authors individually, provide editorial service or advice, or confirm the final disposition of donations. I understand that if the work is accepted for addition to the collection, my sole acknowledgement will be that the title will appear in the library catalog within approximately 60 days, and that acceptance of one title does not guarantee acceptance of additional titles.

Signature/Date:

\_\_\_\_\_