



Materials Donated for Collection Consideration: Guidelines

All materials submitted for consideration must include a completed copy of the form on the reverse side of these guidelines.

Academic, business, and home libraries have different readership than a public library. Submissions are held to the same standards and selection criteria used for all materials. Details of the Library's Collection Development Policy are available on the Morrisson-Reeves Library website.

Due to staffing and time constraints, we are not able to meet with individual authors nor will we notify you if your submission is not selected for our Collection. Materials not added to the Collection are considered a donation and will be passed on to the Friends of Morrisson-Reeves Library for sale, donation, or recycling, as is necessary.

If materials are selected for the collection, we will strive to add it to the catalog within three months. Submissions added to the Collection, may not remain there in perpetuity and may be removed as part of ongoing collection maintenance.

The following factors *may* enhance the likelihood of your submission being added to the Collection:

- Has positive reviews in professional journals (e.g. Library Journal, Kirkus, Publisher's Weekly, Booklist, etc.)
- Full bibliographic records are available (MARC)
- Has an International Standard Book Number (ISBN)
- Contains unique local or regional content
- Physically suitable for circulation – bound (no loose leaf, stapled or spiral bound materials)
- Have had the benefit of a professional editor/proofreader
- Availability through major distributors. (e.g. Baker & Taylor)



Materials Donated for Collection Consideration: Submission Form

PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE WITH YOUR SUBMISSION. Allow 4 to 6 weeks for processing.

Donor's Name: _____

Title: _____

Author/Artist: _____

Brief description of content: _____

Has the material been reviewed in any publication? List review publication title and date:

(Reader reviews on Amazon and other online sites are not considered as part of the review process.)

Is the material self-published? Yes No

Is the author currently living in Wayne County Indiana? Yes No

Please read the attached guidelines and sign the statement below:

My signature below indicates that I read and understood all information on this form and the guidelines on the reverse side. I wish to donate the attached material to Morrisson-Reeves Library with the full understanding that my donation will not be returned to me, regardless of the selection decision made by the collection development staff.

Signature: _____

Date: _____

Thank you for your interest in making your materials available through the Library.

Internal Use Only

____ Submission Approved Date: _____

Unable to include:

____ we already own the item

____ Item does not fall within our collection development criteria

____ Other: _____

Return this completed form to Public Services to be filed.