

# Submission Guidelines for Authors and Publishers

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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). These materials must meet the criteria as stated in the library'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."*

Review copies and promotional information may be sent to:

Office of Materials Selection  
Brooklyn Public Library  
10 Grand Army Plaza  
Brooklyn, NY 11238

**(Note:** Because of the volume of submissions, BPL cannot return review copies.)

## **Please include the following information:**

- Format of material (print, media, etc.), bibliographic citation, ISBN, intended age level/ audience (i.e., juvenile, young adult or adult), price and publication date
- Information about the author
- Copies of relevant reviews (preferred review sources include *Booklist*, *Library Journal*, *School Library Journal*, *Horn Book*, *The Bulletin of the Center for Children's Books*, *Publishers Weekly*, *Kirkus Reviews* and *VOYA*)
- Ordering availability. BPL prefers to purchase through established library book vendors (e.g., Baker & Taylor). It is not the library's current practice to order from Amazon.com or other online book vendors. If the title is only available directly from the author, it may take several months for BPL to complete the purchasing process.

## **Please keep in mind:**

- The BPL librarians who select materials consider and order thousands of titles each year. For this reason, the library does not notify individual authors or publishers of the order decisions made about each of the many titles it is asked to consider for purchase.
- Records for titles that are selected can be viewed in the BPL catalog (<http://catalog.brooklynpubliclibrary.org>) within six months of receipt of the material.